

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

Patrick Wetzel, Chair

John Vander Leest, Vice-Chair

Erik Hoyer, John Van Dyck, Patrick Williams

EDUCATION & RECREATION COMMITTEE

Monday, July 2, 2012

5:30 p.m.

Brown County Central Library

Lower Level Meeting Room

515 Pine Street

**** NOTE LOCATION ****

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify Minutes of June 7, 2012.
1. **Review Minutes of:**
 - a. Library Board (May 17, 2012)
 - b. Neville Public Museum Governing Board (March 12, 2012)

Appointments by Ed & Rec Chairman

2. Appointment of Supervisor Van Dyck to the Veterans Memorial Complex Committee.
3. Appointments of Supervisor Van Dyck and Supervisor Hoyer to the Central Library Project Steering Committee.

Communications

4. Communication from Supervisor Erickson re: Update on reducing County Board Launch fees to seniors (65 and over) from \$30.00 to \$20.00. *Held until July.*
5. Communication from Supervisor Van Dyck re: Central Library Renovations. *Referred to July Ed & Rec.*

Golf Course

6. Budget Status Financial Report for May 31, 2012.
7. Golf Course Financial Statistics as of June 18, 2012.
8. Superintendent's Report.

Museum

9. Attendance and Admissions Report for May, 2012.
10. Director's Report.

NEW Zoo and Park Management

11. Parks Budget Status Financial Report for May, 2012.
12. Request for Waiver of Fees by the Dykesville Lions Club for the baseball field at Bay Shore Park, July 26 – July 28 for a youth softball tournament.
13. Director's Report for May, 2012.
14. NEW Zoo Budget Status Financial Report for May, 2012.
15. Zoo Monthly Activity Report for June, 2012.
16. NE WI Zoo Education & Volunteer Programs Report for May, 2012.
17. Zoo Animal Collection Report for May, 2012.
18. Zoo Director's Report.

Library

19. Budget Status Financial Report for May 31, 2012.
20. Request for Proposal - Central Library Final Design. *Referred to July Ed & Rec.*
21. Director's Report.

Resch Centre/Arena/Shopko Hall

22. Complex Attendance for the Brown County Veterans Memorial Complex for May, 2012.

Other

23. Audit of bills.
24. Such other matters as authorized by law.

Pat Wetzel, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, June 7, 2012 at the Kress Family Branch Library, 333 N. Broadway, DePere, Wisconsin.

Present: Patrick Wetzel, Erik Hoyer, John Van Dyck, John Vander Leest
Excused: Patrick Williams
Also Present: Supervisor Evans, Steffen. Lynn Stainbrook, Neil Anderson, Doug Hartman, Matt Kriese, Jon Rickaby, Scott Anthes, Rolf Johnson, Terry Watermolen, Laurie Denault, Lynn Hoffman, John Hickey, Kathy Pletcher, Kristen Hooker, Other Interested Parties

I. Call to Order:

The meeting was called to order by Chairman Wetzel at 5:45 p.m.

II. Approve/Modify Agenda:

It was recommended to take item #6 before item #2 and item #24 after #5.

Motion made by Supervisor Hoyer, seconded by Supervisor Van Dyck to approve the agenda as amended. MOTION UNANIMOUSLY APPROVED

III. Approve/modify minutes of May 3, 2012.

Motion made by Supervisor Hoyer, seconded by Supervisor Van Dyck to approve the minutes. Vote taken. MOTION UNANIMOUSLY APPROVED.

1. Review Minutes of:

- a. **Joint Executive Committee and Education & Recreation Committee (May 22, 2012).**

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to approve. Vote taken. MOTION UNANIMOUSLY APPROVED

Although shown in proper format, item #6 was taken at this time.

Communications

- 2. Communication from Supervisor Erickson re: Update on reducing County Boat Launch fees to seniors (65 and over) from \$30.00 to \$20.00. *Erickson requested at February meeting to revisit in June or July.***

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to hold until July. Vote taken. MOTION UNANIMOUSLY APPROVED

- 3. Communication from Supervisor Lund re: To examine the parking at the Brown County Boat Ramp on the Suamico River to explore options for additional parking. *April Motion to refer to staff to look into the alternatives and bring back in 60 days.***

Assistant Park Director Doug Hartman stated that in looking at an expansion of the parking lot at the Suamico boat launch, there was no other land but wetlands there. They checked with the US Army Corp of Engineers and with the DNR and they stated it would likely be denied.

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Hartman informed that a third of mile to the west down Sunset Beach Road there was an area for overflow parking. He suggested exploring preliminary the idea of installing a dock across from the parking lot. The only problem with that was it was private land. He contacted the Village of Suamico, they talked with the Suamico Harbor Commission, and Harbor Commission stated it wouldn't work due to the depth, it was too shallow. They would have to explore dredging, permits, engineering fees and the other costs associated. They would have to find out if there would be any interest in the current land owner selling the property or leasing it long term. These were all things he would pursue. Hartman felt Lund had his original question answered. Van Dyck stated that what started out as a simple request turned into something a bit more extravagant and questioned if they should go back to Lund and ask if he wanted the process to continue given that they were unable to do what he had originally requested. Hartman responded that Lund seemed okay with at least exploring the dock idea, a reasonable secondary concept.

Motion made by Supervisor Hoyer, seconded by Supervisor Van Dyck to hold for two months. Vote taken. MOTION UNANIMOUSLY APPROVED

4. **Communication from Supervisor Steffen re: Postponing the issuance of the Brown County Central Library Project RFP. *Referred from May County Board.***

Wetzel informed that there were a few communications regarding this project as well as an agenda item regarding the RFP on tonight's agenda. In addition the Library Board was hosting an informational meeting to address questions. Unfortunately the meeting was postponed. He didn't foresee the committee taking any action on approval tonight and stated they could take some discussion with the idea of having the Library Board meeting next week. In speaking with Administration Committee Chair Steve Fewell, he noted that he would like the RFP come before his committee as well.

Supervisor Steffen wanted to communicate his thoughts regarding the project. He informed that he was supportive of the library system. The assumptions in which he started off his discussions were in four parts:

1. A library system was important to a community. It played a vital role that an educated informed citizenry benefits a community at large.
2. The central library was important to that program for Brown County.
3. That the needs assessment that was provided to the county was accurate, in terms of what was needed for that the needs assessment on its baseline bottom dollar amount of \$12M was the minimum amount necessary.
4. That the info that was provided relayed to 2011 construction costs for a new facility was accurate.

Steffen felt this was one of the largest investments the community would be making and not with current dollars but with future dollars. It touched more people than some of the other large capital improvements done in the past. The library touched many lives and deserved additional attention. Ideas were proposed that ranged in the \$17-\$20M dollars for refurbishing, expanding the core project. His personal belief was that they should first look at what could be done at the base amount that they set of \$12M. For \$12M the Library Board indicated that that was the minimal amount to fix everything that was wrong and maintain the status quo at the library. He questioned what else could they do with \$12M to benefit the library system including a central library. Steffen felt one option that should be considered was new construction. He believed they could build a facility approx. 40,000 sf. to handle the load of the

central library on either new land or on the existing property and still meet the needs. 40,000 vs. 90,000 sf. would be enough if they dealt with priorities and the future. There was a big difference in terms of technology and what was available compared to 20 years ago. Steffen informed that he could get just about everything that existed on audio file in the library on his mp3 player, every book on his E-Reader, every video on his tablet. He believed in 10 to 20 years they could access content of the central library in their one hand and access it remotely. Additionally there were opportunities for co-location. People may say there was no way they could have a library meet the needs with 40,000 sf. He informed that the Library Board provided a document of the last 66 library branches that had been built in the United States, the average size was 23,000 sf. excluding Las Vegas. Steffen questioned under what circumstances they really needed to be adding an additional 12,000 sf. to that facility. He felt the library could downsize on some of their offerings such as DVDs and the gaming section and briefly explained why.

Wetzel thanked Steffen for his comments and asked the Library Board members present if they would prefer to extend the discuss or defer the discussion to their upcoming informational meeting to refrain from repeating and rehashing.

Library Board President Kathy Pletcher informed that they were looking at rescheduling until next Tuesday night. She felt a lot of the things Steffen brought up could be examined as part of the design process, the target value design. Steffen interjected that in terms of what he would like at the meeting would be utilization rates by section, info regarding utilization by demographic by location in terms of how many people visit that facility live within walking distance. He expressed concern in going forward with approving an RFP, spending millions on something that will never be delivered on.

Pletcher informed that the County Board approved bonding of \$1.5M in March for design engineering services for renovation of Central Library. It could not be used to design a new library. That commitment was to move forward to renovate the current structure with the goal to get costs down to \$17M plus or minus \$1M. Van Dyck responded that doesn't preclude looking at other alternatives for that building. Pletcher informed that the key to the target value design, which supervisors were welcome to be a part of, would be to figure out with engineers and architects what the final design would look like. The predesign is concept proposal and once they go to the design phase they can make changes and then ultimately come up with the final design. Steffen stated Corporation Counsel would be helpful in explaining what type of commitment an RFP was, provide clarity on what was included, what type of latitude they had.

Wetzel questioned if there were concerns with being delayed until July. Pletcher responded the current schedule in the RFP had a release date of June 22, 2012. She felt okay with July but believed the Library Board and Library Director were concerned about delaying too long because the systems were failing. She informed that things broke daily; she felt money spent on repairs become wasteful. The other concern was if their main circuit breaker system failed they would have to close the library.

Dr. Watermolen informed that this was four years in the making, all this info had been researched in great detail. The Library Board had voluntarily agreed to help the County. Four years ago the library looked at significant mechanical problems, it was the county's responsibility, and the county had no funding to take care of it. The Library Board took the responsibility and had an engineering study to see what problems existed in the building. A lot of this was done with donated money. There was a space needs analysis and they worked with people that worked with libraries around the country. They looked at new construction. It

would not be his recommendation to put more time in to do this all over again. They had worked in harmony with the Ed & Rec Committee for four years. Input was taken and brought back. He felt every single step was looked at.

Wetzel reiterated that before they went too far the intent of the Library Board meeting was to have these discussions and asked to hold discussions until next week.

Stainbrook stated she was disappointed that they weren't moving forward with the RFP tonight. She informed that she worked at the Central Library and as the Director she had the responsibility for the health and safety of the people working and visiting there as well as the responsibility for the rare local history collections at the library. Two years ago she handed out a three page sheet of problems with the Central Library to County Board members.

Vander Leest arrived at 6:33pm.

Stainbrook stated for the record that she was warning this committee that every time the process was delayed it put off a fix to the process. She felt something was going to happen to the building and when that happened she would not be responsible. Vander Leest interjected and stated they were working together with the County Board, the library and the Library Board. The informational meeting was cancelled. He suggested having the meeting so they can deal with these issues.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

5. Communication from Supervisor Van Dyck re: Central Library Renovations. *Referred from May County Board.*

Van Dyck informed that Steffen communicated most of what he was going to say. He appreciated the autonomy of the Library Board and all the work that had gone into this at this point. However, that didn't justify the county making a \$20M decision simply because they spent four years of time on this process. He didn't blame the Library Board for the position they were in now and felt somewhere along the line there was a failure on the County Board side to not be involved in this process a long time ago. He felt they were going to have an issue with maintenance for all kinds of building in the county because it wasn't taken care of.

At some point in time the taxpayer is going to say we don't care, live with what you have. What goes on inside the building, the programs that they offer are by far more important than the structure. They had a once in a lifetime decision as to what they do with this building. It was his opinion that they had underutilized space at the Central Library, underutilized museum; there were meeting facilities and auditoriums all over the county. He felt they owed it to the community to look at the resources they had to ask difficult questions asking what they could do to maximize what they deliver to this community with the dollars that they had available to them.

Van Dyck felt there were questionable options. If you look at the library, there is a great deal of activity that took place in a very prime location in a very expensive building. Had they taken into consideration that there are empty spaces in county buildings where they could move the operation and free up space for another purpose. Was there a possibility of combining what they do at the museum with what they do at the library and have it all in one facility and take the museum building that sits on a prime piece of property on the river and sell it for the money

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needed to fix the library. He firmly believed that that building was where they should keep the library, he supported a central library, that wasn't the issue, the issue was they only had so many resources in the community and they had a bad habit of drawing up territories and then they end up with so many duplicated services. There is plenty of money if it was spent properly. He didn't want to delay this process, he understood the concerns and understood they had to move this forward but felt they needed to take a look at this outside the perspective of the library and look at what other things they could do in that facility, did it make sense to make those changes. He believed it was crazy to spent \$1.5M to bring this forward to the full County Board and then not bond for it.

Wetzel reiterated that these discussions were appropriate at the informational meeting and questioned if the Library Board members were comfortable addressing this at that time. Watermolen felt they could answer their questions then but in reverse supervisors had to have a process in place, it was their responsibility to bring their ideas and thoughts back along with the work that took to do that. Further discussions ensued and ended with a motion to refer.

Vander Leest wanted for the record that the emotion and tone tonight was too much. The informational meeting was cancelled, they need to follow the process and be rational. There were new County Board members that had questions and general overall concern about the RFP.

Wetzel felt the Library Board members were agreeable to having the meeting and thanked everyone involved.

Motion made by Supervisor Van Dyck, seconded by Supervisor Vander Leest to refer until the next Ed and Rec meeting. Vote taken. MOTION UNANIMOUSLY APPROVED

Item 24 was taken at this time.

6. **Communication from Supervisor Evans re: Brown County provides appropriate funding (\$300,000 per year) for the maintenance, upkeep and improvements to the Resch Center. Review the emergency maintenance for Shopko Hall and the Veteran's Memorial Arena. Referred from May County Board.**

Supervisor Evans informed that he had discussions with Dick Resch, Resch stated he had concerns that there wasn't enough put towards maintenance. The Resch Center was built and valued at \$45 million, yearly maintenance should be around 2% of the basis of the value at minimum, about \$900,000/year. In 10 years or so he believed they were behind a couple million dollars. PMI provides Brown County in the new agreement \$300,000/year, PMI's general maintenance agreement for the Resch is about \$400,000/year. This will only provide about \$700,000. Resch pledged \$100,000 a year for the next 10 years and in talking with him he felt his contribution was basically for continuation of naming rights and not intended for maintenance. He does not feel nor appreciate that his contribution is for general maintenance. The county had not done anything in 10 years; even if they include his donation they need to catch up for the maintenance. He requested that this committee look at the \$300,000 as a benchmark and bring that to the County Board.

Wetzel questioned the direction Evans would like to take. Evans stated staff did an analysis and they had info already, it would be appropriate for them to provide that info. He would suggest asking Mr. Resch what his thoughts were. He felt it had to be kept in mind that the Resch Center was a county building and they had to provide appropriate maintenance for it.

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Executive Streckenbach reiterated the importance of this. After they did the needs assessment analysis of the facility it was clear that they weren't allocating enough financial resources. Administratively they had to look at how they address deferred maintenance and being proactive on making sure they are taking care of important assets.

Motion made by Supervisor Hoyer, seconded by Supervisor Van Dyck to refer to staff and the VMCC Committee. Vote taken. MOTION UNANIMOUSLY APPROVED

Item #2 was taken at this time.

NEW Zoo and Park Management

7. Parks Budget Status Financial Report for April, 2012.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

8. Discussion of Wrightstown Boat Launch proposed plan by Waterboard Warriors. *Held for one month.*

Hartman informed that the Waterboard Warriors met with him and they were very interested in the short term and long term health of their ski show and what it meant to the community. Tim Johnson, representative that came up with a vision to look at what Wrightstown was all about as far as their ski show was concerned and how they could help the public for better access to docks, fishing platforms, etc.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to open the floor to allow interested parties to speak. Vote taken. MOTION UNANIMOUSLY APPROVED

Tim Johnson - 3125 Ferndell Acres Drive, Oneida.

Johnson provided a drawing (attached), a visual concept in mind which would make the site look a lot better and improve it for a long period of time. They also had people on the team that were handicapped. He informed that they met with the Village of Wrightstown, the Village Administrators, as well as Schmidt Dock to get direction and info regarding permits, etc. The 30x60 fishing pier wouldn't be an issue, the other side would include some permanent piers which would require a permit. The Village Board accepted it very well. He looked at this project as a private/public partnership. They had some funding set aside but looked for additional funds with grant money to put the whole project together. The project was around the \$200,000 amount. He was trying to get the process to move forward but wanted to make sure he was not at risk of doing something and not having the ski team utilize it for a long period of time and targeted for fall. He also came looking for expertise in applying for grant money.

Vander Leest questioned if they needed approval from the county. Johnson stated they needed the use of park to place this structure as a permanent basis and then try and get acceptance on making sure the ski team and park were partners for a long time. Hartman stated currently they do an annual contract with a fee, he felt maybe it had to come into a lease or easement to give the Waterboard Warriors comfort that they would get some time out of it. He suggested check with Corporation Counsel. Anderson felt this was a wonderful opportunity to enhance the park. This may jumpstart that whole park and development and felt it was a wonderful asset for Wrightstown. It may be an opportunity down the road where Wrightstown might want to oversee the whole park. There was tremendous potential and this project would be a nice start

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to bring more utilization to that particular asset and in turn more community involvement, maybe develop a Friends Group within the parks system. Hartman informed with the county owning the property they would have to file the grant with the DNR and manage the grant process but that was the aspect of entering into a long term commitment.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to return to regular order of business. Vote taken. MOTION UNANIMOUSLY APPROVED

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to refer to Staff (Corporation Counsel and Park Department) to work on the DNR grant process and a long term agreement with the Waterboard Worriers to improve the Wrightstown boat launch area and park. Vote taken. MOTION UNANIMOUSLY APPROVED

9. **Approval of Fox River Trail Consent to Easement with City of DePere.**
a. **Resolution to approve consent to easement for a sanitary sewer line easement between the Wisconsin Department of Natural Resources and the City of DePere.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to approve. Vote taken. MOTION UNANIMOUSLY APPROVED

10. **Park Management Director's Report for April, 2012.**

Rickaby informed that he managed the Reforestation Camp, the rifle range, and the Suamico Boat Launch. He informed they've had thousands of kids and teachers out at the Reforestation Camp; all parking lots had been full. They've had staff training on a lot of different OSHA regulations the last three weeks which were combined with the Highway Department to save money. They completed playground surfacing to make sure their playgrounds were certified to meet playground safety standards. They had some rain and wind damage to the trails in which they cleaned up. Lastly, Suamico boat launch had been crazy with events.

Hanson informed that the fairgrounds were in summertime mode and busy. There were sports festivals already this season. They had weekly dog training and horse training. They had a Renaissance Fair coming up. Their boat launch in Wrightstown and Lily Lake had been very busy. Lily Lake had new fishing regulations. Their shelters at Way-Morr and Neshota had been busy.

Kriese introduced himself informing that he was the supervisor at Barkhausen, Fox River Trail and Mountain Bay Trail.

Hartman informed that the southbound ramp from County B on Hwy 41 will be closed for two months, they will get that info out on the website. The DOT made small maps.

The county Highway Department was redoing County KB in Denmark and they do have the Devil River Trail will be interrupted as well. Free trails day this weekend, National Trails Day the first Saturday in June. They honor the whole weekend. All trails are free.

Hartman informed that the committee had previously approved an RFP related to the program access test, the accessibility audit. Sally Swanson Associates of California was the low bidder.

Hartman informed he put in a couple permits for the Pamperin dam removals.

Cabellas will be going in on Lombardi and Hwy 41. For being a wetlands there will be some mitigation required to replace wetlands. Barkhausen is one of the parks that had a lot of wetland areas. It was likely the mitigation will be conducted at Barkhausen. They already had a northern pike project slated for that area but this mitigation might fit in and save those county grant monies for other projects.

Anderson informed that Kriese will be a certified kayak instructor and they will look at doing kayak tours as a new opportunity. They continue to take a look at utilizing their assets, more adventure opportunities for the public which will roll out soon to the public.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

11. NEW Zoo Budget Status Financial Report for April, 2012.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

12. Request from N.E.W. Zoological Society, Inc. for the waiver of the contract fee and \$6.00 admission fee for Feast with the Beast.

Anderson informed that the NEW Zoological Society funded most of their capital improvements at the zoo. Some of the operations with this event will help support about half of their Educational Volunteer Coordinator positions.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to approve. Vote taken. MOTION UNANIMOUSLY APPROVED

13. Zoo Monthly Activity Report for May, 2012.

- a. Operations Report, April 2012.
- b. Admissions Revenue Attendance.
- c. Gift Shop, Mayan, Admissions, Zoo Pass Revenue Reports.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to receive and place on file items 13a, b & c. Vote taken. MOTION UNANIMOUSLY APPROVED

14. NE WI Zoo Education & Volunteer Programs Report for April, 2012.

Anderson informed that they were in transition to move from their old education center to the new center. He was hoping to host a meeting out at the new education classroom. They opened up the building and moved some displays into the center. It was nice to see the kids in the classroom enjoying the zoo. They had program after program.

They also had eight unpaid college interns earning college credits and will work throughout the entire summer for the zoo.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

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15. **Zoo Animal Collection Report for May, 2012.**

In addition to the info listed in the Collection Report in the packet Anderson informed that they had a red panda born this morning, it was their second one this year. Their male red panda had set the record as the oldest male to father with the first born. The second one seemed to be doing really well. They were an endangered species; there were probably 2000 in the world of this particular species, as of yesterday 59 in the United States. It was a very significant birth.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

16. **Zoo Director's Report.**

Anderson informed that they started their summer hours June 1st. A new policy initiative they were open every night in June-August until 8pm. He felt it was really going to work out well. Wild Wednesdays from 6-8pm was half off.

The NEW Zoological Society was fundraising for the technology package and he believed they have a new donor. They were in that process, once that was done they will have a formal grand opening possibly late fall.

Their AZA Accreditation was coming up on Wednesday, June 27th being the inspection and interview dates to follow.

One big project they had was to put in a POS (Point of Sale) System in in which the museum had the opportunity to partner with the zoo. They had been looking for a system and this week they were onsite and going live. Anderson provided handouts (attached) re: Blackbaud Altru, leading global provider of software and services designed specifically for nonprofit organizations. He informed that this would give a snapshot minute by minute of what was going on in the parks with regard to numbers and the can make real-time decisions, and create real-time experiences.

Anderson informed that the 5th annual BayCare Clinic S.A.F.E. and Wellness Day was being held at the NEW Zoo on Saturday, June 16, from 10:00 am — 2:00 pm. This event promoted Safety, Animal Awareness, Fitness and good Eating Habits for a healthier, happier you with Wellness being the byproduct of following a S.A.F.E. lifestyle. There will be health, fitness, safety and wellness-related informational booths and activities for all ages as well as free bike helmets (while supplies lasted).

Lastly Anderson informed that all fathers were free of charge at the Zoo on Father's Day.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Golf Course

17. **Budget Status Financial Report as of April 30, 2012.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

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18. **Golf Course Financial Statistics as of May, 2012.**

Anthes informed that a big highlight with their junior passes, last year they sold a total of 14, this year they had dropped the price about \$60, cheapest in the county, and as of today they were up to 32 passes. They were up about \$94,000 from last year at this time.

Motion made by Supervisor Hoyer, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

19. **Superintendent's Report.**

Golf Superintendent Scott Anthes informed that the course overall was in pretty good shape considering the dry weather. The weather overall had been super for growing grass. It had been easier this year than in the past couple of years. Anthes informed that due to the lack of rain their irrigation system had been working hard.

They finished a bunker project that they started back in May and the bunker was now open on the back of 17. They were looking at starting the bunkers at on 17 green this month. Herbicide had been sprayed.

Anthes informed that they had an issue with grubs and Japanese beetle infestation; it had gotten bad in the last three years. Beetles lay eggs, grubs hatch which is a delicacy for skunks and raccoons. They spray their tees, fairways, and greens with insecticides to keep grubs out but what they don't do the outer roughs. It had been getting pretty beat up and they had been trying to trap what they could, used hunting cameras to see what was physically doing it but had no luck. In the past they saw it more in the fall but they went ahead and purchased insecticide to spray the entire golf course. He was told usually 2-3 years they can knock down the population and the raccoons and skunks will stay away.

The Trout Creek Project was still on schedule for winter. They were working something out with the tribe; the tribe had been monitoring the water temps above and below the dams.

On May 14th he met with a golf course architect Bob Lohmann, who bid the design/master plan back in 1989. Executive Streckenbach had wanted Anthes to put together a five-year master plan. He contacted the architect to see what the relevance of the current master plan was. Lohmann visited the golf course; they toured and then met with the steering group and discussed some of the options and looked at some things.

Anthes informed the committee of upcoming events at the golf course for June.

Van Dyck questioned where they ended up with the First Tee group. He informed that he was on the board and felt there were some things that got dropped along the way and felt as a group they would be revisiting facilities. He felt there was a feeling that there wasn't support for the project from the county when they got into the legal stuff. Anthes stated the County Board passed to sign the contract with First Tee but when they went to sign Mr. Drosser informed that they weren't exclusive to the county and they were still exploring other options. Corporation Counsel felt they shouldn't tie up the land for so many years and then not have it go through and that was why they didn't sign the contract. Anthes informed that they had a consultant come in and they told them it was a good deal so they were all for it.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Museum

20. **Neville Public Museum Attendance and Admissions for April, 2012.**

Attendance and Admission for May 2012 was provided and attached.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

21. **Museum Budget Status Financial Report for April, 2012.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

22. **Museum Director's Report.**

As noted in the attached Director's Report, Museum Director Rolf Johnson informed that Rebecca Looney will be leaving the museum and stated she will be a great loss. Vander Leest acknowledged Ms. Looney's work and thanked her for the good work she had done for the museum.

Johnson provided handouts (attached) re: Neville Public Museum Director's Report, June 7, 2012, Green Bay Press Gazette.com article "Community is key to Neville success", Museum Dashboard January 2012, Visitations by School Groups 2012, Schools visiting Museum 2012 by grade level, a letter from the Greater Green Bay Community Foundation re: a \$3,000 grant awarded to support the Student Attendance at Neville exhibits, and a pamphlet re: The Green Bay Packers present Football the Exhibit and briefly spoke in regard to these items/handouts.

Johnson informed that they recognized that they could serve more kids and help teachers to help offset fieldtrip money and they just received a \$3,000 grant to help offset those costs.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to approve to change the "Free Day" to July 3rd from July 4th. Vote taken. MOTION UNANIMOUSLY APPROVED

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Library

23. **Budget Status Financial Report as of April, 2012.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

24. **Request for Proposal - Central Library Final Design.**

Streckenbach dully respected all the comments about how they handled the RFP but felt there was an opportunity to move forward with the RFP approval if they made some alterations or recommendations to address some of the concerns. Wetzel wanted it noted that whatever had

III

been done at tonight's meeting was an advisory in nature and the full County Board had the authority to pull these items at the June County Board meeting. Vander Leest felt one month was not a big deal and would rather have people understand the process and make sure they were comfortable with what they were going forward with for the RFP verses pushing it through. You'd have more support on the board this way. Streckenbach felt the Library Board went out of their way to find concerns, address them and follow the process, he felt they still had the opportunity to get this moving forward and to address the deferred maintenance. He wanted to handle this in the most cost effective manner. His suggestion going into the informational meeting, keep an open mind that if they were able to make modifications bring those to the full County Board.

Van Dyck's discomfort with moving ahead with the RFP was the amount of latitude they had to make the changes. He believed they had to have some kind of a foundation about which the engineer can start from. The question was how close they'd have to be before it became an issue on if they hadn't made any decisions. He would like an engineer and someone from Facilities at the meeting to give supervisors an understanding of how much flexibility they had before moving ahead.

Motion made by Supervisor Vander Leest, seconded by Supervisor Van Dyck to refer to the July Ed & Rec Committee meeting. Vote taken. (Nay: Hoyer).

Item 7 was taken at this time.

25. Director's Report.

Library Director referred to her May, 2012 Library Report (attached) and informed that her report talked about their summer coming up and how busy it was. She provided children, teen and adult activities at the library and encouraged the committee to sign up for the adult program.

Stainbrook informed that this will be the third year of offering opportunities for Adopt-A-Program. This was proven to be successful and last year they had 9 adoptions, they already had four so far this year. Adoptions vary from \$50-\$250 and was a nice way for people to help sponsor activities going on and get some name recognition.

Stainbrook stated she could not stress enough the importance of children through teen continue to read throughout the summer. Research states for every month a child does not read they lose three months of reading. They try really hard to make it fun, exciting and rewarding for kids and teens to continue to do that.

Handouts were provided (attached) re: new job descriptions and personnel appraisal forms that were approved. Stainbrook stated one thing they liked about these were the expectations section.

Lastly, staff came up with a statement (handout provided) about what the work environment should be like. It was a beginning statement for all staff. They brainstormed a bunch of words and came up with some great statements. Stainbrook informed she was really proud of their work and wanted to share it with the committee.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Resch Centre/Arena/Shopko Hall

26. **Complex Attendance for the Brown County Veterans Memorial Complex for April, 2012.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED

Other:

27. **Audit of Bills:**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to refer to next meeting. MOTION UNANIMOUSLY APPROVED

28. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor Vander Leest, seconded by Supervisor Hoyer to adjourn at 8:50 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

III

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 17, 2012 at 6:00 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway Street, De Pere, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, and VICKY VAN VONDEREN

EXCUSED: DON CARMICHAEL, CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Clare Kindt and Glen Slaats (staff); and Kevin Raye (Brown County Information Services).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel seconded by Froelich, to approve the agenda. Motion carried. A report from K. Pletcher and C. Buboltz regarding the Director's evaluation will be heard under the President's Report as Item 11 a.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the April 19 minutes and they stand approved.

Motion by Kegel, seconded by Froelich, Motion carried.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

A note was received on behalf of the Fox Valley Chapter of the National Church Library Association thanking L. Stainbrook for speaking at their association conference held in Green Bay.

OPEN FORUM FOR THE PUBLIC

Clare Kindt, Kress Family Branch Manager talked about recent events at the library. The educational SEEDs kiosk displays a time lapse video of the installation of the solar panels and an interactive touch screen display was recently installed by Digital Design. The De Pere School district planned a walking tour of downtown De Pere for all fourth grades. One of their stops was at the library where they participated in separate sessions on oral history and storytelling, a historical photo show and energy conservation. The De Pere Beautification Committee is maintaining three outdoor planters and the Garden Club of De Peres is overseeing landscaping. The branch recently hosted their first edible book festival. The Green Bay Area Model Railroaders have been a fun addition and volunteers staff the exhibit during library programs.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook and S. Lagerman had a demonstration of the Mondopad at CCCP Tech Expo. Kevin is excited about implementing them in the county. There were no other questions related to the written report on Information Services received.

COLLECTION DEVELOPMENT: ZINIO DEMONSTRATION

D. Cropper introduced Zinio, a database of streaming magazines with unrestricted viewing and 24/7 simultaneous access. Adding this product to the library's collection would expand the library's virtual offerings. These fully digital magazines will be accessible at the library and remotely. Android and Apple mobile apps are also available. Selection is customizable and the individual issues stay in the collection. A one-year subscription will be pursued and evaluated after one year.

Discussion took place about having a system to track requests for books the library chooses not to purchase. L. Stainbrook stands by staff decisions to purchase or not purchase titles when the established selection process is followed. UWGB tracks ILL requests to determine demand. C. Buboltz indicated it may be beneficial to review selection process and the collection policy.

Kevin Raye left the meeting at 6:40 p.m.

Clare Kindt left the meeting at 6:45 p.m.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force

K. Pletcher reported on the communications that were presented at the County Board meeting. She will meet with Pat Wetzel, chair of Ed & Rec, to determine how to proceed. These communications were referred to Ed & Rec. It is clear the new county board supervisors need to be educated on the entire renovation project; the supporting documentation gathered over the last four years; what a library does for the health of the community; and how a weak central library results in weak branches.

1a

Whichever option Ed & Rec decides to take in regards to the communications, one thing remains – the Central Library has needs and it is inevitable that an engineering problem(s) will occur.

K. Pletcher was told last fall that the library could work under the existing design engineering contract with Boldt for value engineering services. After meeting with County Purchasing and Risk Management it was learned that the library does not have authorization to procure service under the current contract. A RFP would have to be issued. L. Stainbrook and Dale De Namur (Purchasing) met with K. Pletcher to revise the timeline. A draft should be available on 5/18, ready for the June 7 Ed & Rec agenda. If approved, it will move on to the County Board on June 20 with a projected release date of June 22. Pat Wetzel agreed to serve on RFP review committee. K. Pletcher proposed that the Library Board pass a resolution that directs the Director and Vice President to work with Purchasing to issue an RFP for engineering and design services. **Motion** by Hickey, seconded by Van Vonderen approving the Library Director and Library Board Vice-President to work with County Purchasing to issue an RFP for engineering and design services. **Motion carried.**

The Library Board is confident in the work that has been accomplished over the last four years. The plan at hand is a good one and one that is respectful of the use of taxpayer's money. The money that has been bonded can only be used for the engineering and design of Central Library's renovation project.

1. **Approve request for expense reimbursement** Costs have been incurred as a result of planned meetings of the Task Force. **Motion by** Buboltz, seconded by Van Vonderen, to approve expense reimbursement of the Task Force to be paid from donated, private monies raised for Space Needs Analysis. **Motion carried unanimously.**

b. Other activity

Keeping safety in mind, C. Beyler reviewed and prioritized the projects determined earlier in the year. He recommended to abandon the boiler loop at the Ashwaubenon Branch and demand control ventilation at the Kress Family Branch because it is too long before a payback is realized. Bids for installation of a high-efficiency condensing boiler at Kress have varied in amount. While this boiler has more than a 15 year payback it provides redundancy for the heating system and is recommended. Previously authorized, this work will be scheduled. The Central Library had another leak in a roof drain. Roof drains will continue to need to be replaced. Failure frequency is consistent (every 4-6 months).

ACCOUNTANT'S REPORT

- a. **Financial Report** L. Denault presented the March, 2012 financials. **Motion** by Froelich, seconded by Buboltz, to approve the March 2012 financial reports. **Motion carried.**

- b. **Acceptance of Gifts, Grants and Donations** **Motion** by Froelich, seconded by Kegel, to approve the March, 2012 Gifts, Grants and Donation reports as follows:

March, 2012

Gifts & Donations

03/01/12	Susan Chapel Conlon	350.00	Kress Summer Reading Prog.
03/08/12	Richard & Helen Herlache	500.00	WH Children's Kitchen Set
03/08/12	Local History & Genealogy Participants	184.00	Local History Materials
03/15/12	Local History & Genealogy Participants	165.00	Local History Materials
03/15/12	Friends of Brown County Library	74.99	WH Solar Flow Chart
03/22/12	Branch Buddies of Brown County Library	71.48	WH Children's Play Sets
03/29/12	Local History & Genealogy Participants	26.00	Local History Materials
03/01/12	Ashwaubenon	29.91	Donation Box
03/01/12	Bookmobile	8.62	Donation Box
03/01/12	East	48.29	Donation Box
03/01/12	Weyers/Hilliard	80.88	Donation Box
03/01/12	Central Circulation	121.74	Donation Box
03/01/12	Kress	16.37	Donation Box
03/01/12	Pulaski	9.75	Donation Box
03/01/12	Southwest	11.00	Donation Box
03/01/12	Wrightstown	17.36	Donation Box
Total Donations		\$ 1,715.39	

Federal & State Grants

3/31/2012	Nicolet Federated Library System	\$ 2,370.76	Continuing Education
3/31/2012	Nicolet Federated Library System	7,990.62	Collection Development
Total Grants		\$ 10,361.38	

Motion carried.

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RFID UPDATE

Material tagging continues at the Central Library. The Children's Department is slated to be finished before the rush of Summer Reading Program begins. The Southwest Branch continues to have sporadic issues and they continue to be worked on.

REPORT OF WORK RULES COMMITTEE

a. Approve Clerk Job Description (Library Service Assistant) L. Hoffman introduced Glen Slaats as staff and Work Rules Committee member. The Library Services Assistant is recommended to replace 'clerk' public service clerks (not Technical Services or Administration). The committee talked a lot about titles for current and future employees. The new description emphasizes the roles they serve. The description's structure has been changed to include essential duties, weighted and grouped into major categories. Expectations were also added. Evaluation standards should be driven by the position description. Several standards apply to all employees and are evident in all descriptions. The new position description really tells staff what is expected as opposed to the old descriptions from the county that were wage classification driven. These descriptions are expected to be valuable tools and useful for regular reference, goal setting, and performance evaluation. G. Slaats noted the potential and opportunity for fine-tuning them each year as things change. **Motion by** Pletcher, seconded by **Buboltz**, to approve the Library Service Assistant position description. **Motion carried.**

b. Approve Public Service Para-Professional Job Description (Library Service Associate) The differences in positions and locations led to three position descriptions in this classification. The job duties were written to maintain the environment - focusing less on the place and more on service provided. **Motion by** Pletcher, seconded by Buboltz to approve three Library Service Associate position descriptions. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update L. Stainbrook reported that the member library directors met. Topics included the NFLS Service plan and ongoing activities as reported by staff.

Glen Slaats left the meeting at 8:05 p.m.

PRESIDENT'S REPORT

K. Pletcher and C. Buboltz were charged with creating a plan for the Director's review. The DPI's trustee manual will be used as a guideline. A review has not been conducted in 4 years. C. Buboltz presented a sample format and asked for feedback. The process for the review will be voted on in June. The review itself will be conducted in closed session.

DIRECTOR'S REPORT

L. Stainbrook noted that she provided tours to new county board supervisors Erik Hoyer (Ed & Rec) and David Steffen. She mentioned that a resolution on human resource issues has been passed on to T. Streckenbach, P. Moynihan, T. Lund and P. Wetzel. It is to be added to June Executive Committee agenda after review by Corp Counsel. The resolution clearly defines what the library has done, could do, and can't do. L. Stainbrook, L. Hoffman, S. Lagerman, L. Denault and C. Beyler met about staffing during Summer Reading Program without hiring, having run out of part-time candidate and retirees. Current staffing has been a real burden on staff. Moving staff and constantly juggling hours wastes staff time.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Froelich, seconded by Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING

June 21, 2012

Central Library

515 Pine Street, downtown Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary

1a

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, March 12, 2012 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kramer Rock, Kevin Kuehn, Jesse Brunette, Bob Jossie, Sandy Juno, Pat Wetzel

ALSO

PRESENT: Rolf Johnson

1. **CALL MEETING TO ORDER**

Chairman Kevin Kuehn called the meeting to order at 4:30

2. **APPROVE/MODIFY AGNEDA**

Motion made by Jesse Brunette and seconded by Pat Wetzel to approve the agenda.

Vote taken. **MOTION APPROVED UNANIMOUSLY.**

3. **APPROVE/MODIFY MINUTES of December 12, 2011**

Motion made by Bob Jossie and seconded by Jessie Brunette to approve. Vote taken.

MOTION APPROVED UNANIMOUSLY.

4. **Director's Report**

- a. Rolf began his report by informing the Governing Board that Ms. Jean Hermes tendered her resignation, effective December 9, 2011. Consequently, he indicated that he would take and distribute the minutes until such time as a replacement could be hired for a new Clerk/Typist through Brown County.
- b. Rolf then distributed copies of the draft letter of Intent (LOI) being developed by Brown County, the Neville Public Museum Foundation and the Museum Governing Board. Discussion ensued. Rolf reported that he did bring this matter to the Ed & Rec Committee and advised them that we are moving forward on this matter. Discussion ensued regarding distributed material. Following are some core recommendations, based on the analysis to-date:
 - Involve a select group of community leaders/opinion leaders in this process, along with representatives from Brown County, the Foundation and current Governing Board.
 - Identify other museum's governance models and the underpinning rationales for their adoption by said institutions.

- Carefully analyze both broad and specific financial, operational and HR implications of a governance change on all parties involved (Brown County, Foundation, current Governing Board, professional staff)
- Begin building political and media/opinion leader support
- Begin work on budget implications and alignment between BC and Foundation
- Begin work on a PR plan to educate public about possible governance changes

Rolf addressed the concept that other people from the community should be involved in the effort from the beginning, middle and end and that they should be identified and contacted by the end of January, 2012. Discussion ensued.

The importance of looking at other museum governance models was discussed, including the Milwaukee Public Museum process and resulting model. Kevin Kuehn asked when the Foundation Board might be ready to take on possible operational control under a new governance model if this became the consensus decision for moving the Neville forward. Discussion ensued. The necessity to start working with the Foundation Board leadership was stressed.

Jessie Brunette moved to approve the on-going governance analysis and to authorize the Chair to sign the completed LOI on behalf of the Governing Board. Seconded by Pat Wetzel. Motion passed unanimously.

There was a short discussion of effective techniques being used in other museums for public interpretation and interaction. Kevin Kuehn discussed a recent visit to Chicago where he noted the use of actual pilots to help interpret the Boeing 727 on display at the MOSI.

5. Such other matters as are authorized by law

6. ADJOURNMENT

Motion made by Jessie Brunette and seconded by Bob Jossie to adjourn at 5:30 p.m.
Vote taken. **MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,
Rolf Johnson

Next Meeting
Monday—January 9, 2012
4:30 p.m.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET, RM 219
GREEN BAY, WISCONSIN 54313
PHONE (920) 448-4015

PATRICK WETZEL
EDUCATION & RECREATION COMMITTEE CHAIRMAN

July 7, 2012

Members of the Education & Recreation Committee:

I respectfully submit for your confirmation to the following:

APPOINTMENTS

The appointment of Supervisor Van Dyck to the Veterans Memorial Complex Committee.

The appointments of Supervisor Van Dyck and Supervisor Hoyer to the Central Library Project Steering Committee.

Thank you for considering these appointments. Please call me if you have any questions.

Sincerely,

Patrick Wetzel
Chairman, Education & Recreation Committee

Brown County

Golf Course

Budget Status Report

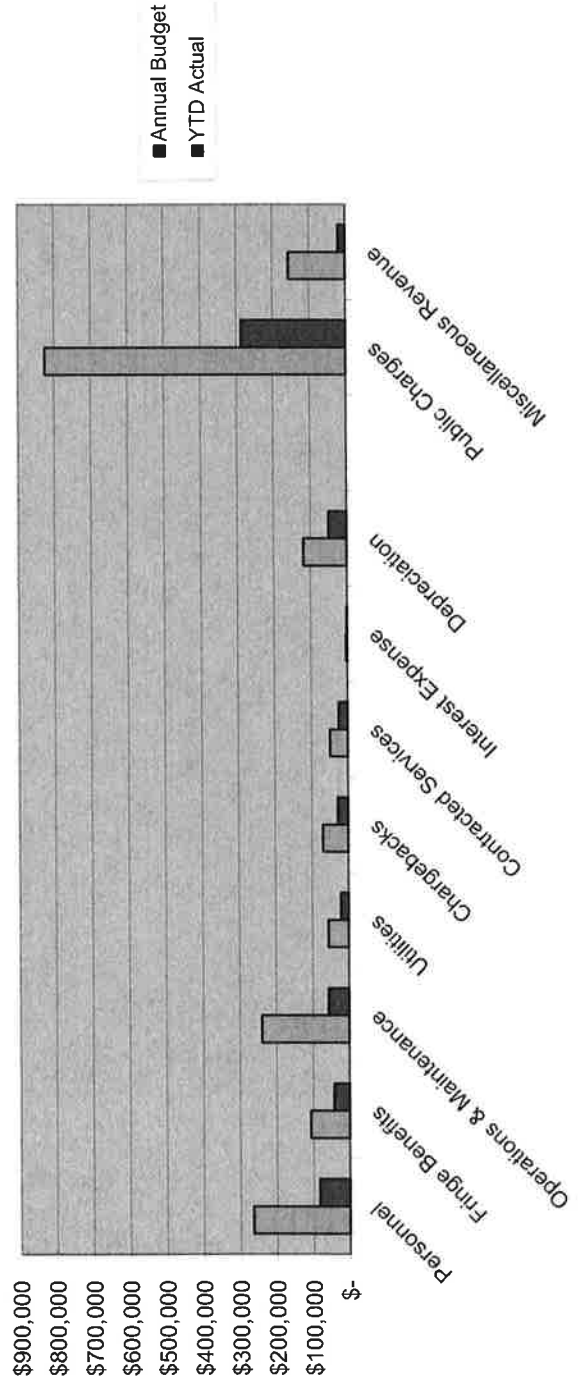
5/31/2012

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 264,809	\$ 83,007	31%
Fringe Benefits	\$ 107,435	\$ 42,397	39%
Operations & Maintenance	\$ 240,394	\$ 56,865	24%
Utilities	\$ 56,020	\$ 21,202	38%
Chargebacks	\$ 70,326	\$ 28,603	41%
Contracted Services	\$ 48,577	\$ 25,138	52%
Interest Expense	\$ 4,041	\$ 2,205	55%
Depreciation	\$ 119,834	\$ 49,652	41%
Public Charges	\$ 826,439	\$ 287,250	35%
Miscellaneous Revenue	\$ 156,501	\$ 19,939	13%

HIGHLIGHTS:

Expenses are well within budgeted amounts.
The golf course is a seasonal operation that runs from April to November.

Golf Course Budget Analysis May 31, 2012



**GOLF COURSE FINANCIAL STATISTICS
AS OF JUNE 18, 2012**



GOLF COURSE REVENUE:

	TOTAL PLAYERS	TOTAL REVENUE
2012 YTD	14,406	217,209.50
2011 YTD	7,865	154,653.25 *
2010 YTD	12,623	220,165.50 *

PASSES PURCHASED:

		PASSES SOLD	TOTAL REVENUE	
ADULTS	1,150	72	82,800.00	
HUSBAND AND WIFE	2,150	2	4,300.00	
SR CITIZEN (62+)	1,050	35	36,750.00	
SR HUSBAND AND WIFE	1,950	1	1,950.00	
ADULT 18-22	625	4	2,500.00	
LIMITED JUNIOR	275	41	11,275.00	
RESTRICTED ADULT (1A)	675	3	2,025.00	
RESTRICTED SENIOR (1S)	575	0	0.00	
RESTRICTED FAMILY (1F)	1,000	1	1,000.00	
RESTRICTED OTHER (2)	475	0	0.00	
LIMITED JUNIOR (from 2010)	275	1	275.00	
FREE ADULT PASS	(1,250)	0	0.00	
TOTAL PASSES		<u>160</u>	<u>142,875.00</u>	
REFUNDED PASSES			0.00	
REVENUE FROM GC & DUPLICATE PASSES			1,938.00	
REVENUE FROM DAILY PLAY			<u>217,209.50</u>	2011 YTD
TOTAL REVENUE RECEIVED			<u><u>362,022.50</u></u>	≈ 286,906.50 *

PRO-SHOP SHARED REVENUE (CARTS):

	COUNTY SHARE
2012 YTD	19,210.95
2011 YTD	10,475.40 *
2010 YTD	17,349.75 *

SAFARI STEAKHOUSE SHARED REVENUE:

	COUNTY SHARE
2012 YTD	25,315.50
2011 YTD	33,966.38
2010 YTD	35,350.92

* Effective 4/09, YTD golf course and Safari Steakhouse comparison numbers for 2010 and 2009 were reported weekly, not daily. Because of this, the YTD comparison numbers from this point forward for 2010 and 2009 may include a variance of 1 to 3 days.

Neville Public Museum Attendance and Admissions

May Attendance 2012														
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only	Programs	Meetings	Total Attendance	Total Admission Revenue	
1	tue	8	7	3	1	1	1	2	5	73		101	\$42	
2	wed	20	1	14	8	3	48	65	1	85		245	\$199	
3	thu	10		4	28	6	72	6				126	\$194	
4	fri	13	1	2	13		97	2	4		8	140	\$262	
5	sat	103		21	26	7						157	\$206	
6	sun	72	3	19	56	6	2	30				188	\$373	
7	mon	7		3	11				1			22	\$35	
8	tue	10	2	4	8	1	6		1	122	17	171	\$68	
9	wed	16	4	11	15	3	63	40	2	70	10	234	\$136	
10	thu	10	2	1	2	2	35		2		38	92	\$126	
11	fri	4			13	6	80					103	\$150	
12	sat	30	16	12	5	3			5		15	86	\$198	
13	sun	15	12	7	23	3						60	\$111	
14	mon	8	1	4	11						6	30	\$43	
15	tue	8		4	9	2	70		3			96	\$180	
16	wed	6			20	2		19		278		325	\$30	
17	thu	11		2	18	1	50		4			86	\$155	
18	fri	13		4	3	2	7		1	78	6	114	\$79	
19	sat	47	19	14	5	8				10	45	148	\$292	
20	sun	29	8	12	6	3	14		2	42		116	\$197	
21	mon	10	2	4	5		50		3			74	\$156	
22	tue	7		2	8	2	65		3		22	109	\$167	
23	wed	11	2	2	10	5	28	51	1	43		153	\$117	
24	thu	18	5	2	7		41		3		7	83	\$187	
25	fri	5	7	2	7						13	34	\$46	
26	sat	36	16	10	16	2			3	26		109	\$228	
27	sun	21	13	1	3	8						46	\$144	
28	mon	CLOSED MEMORIAL DAY											0	
29	tue	21	13	1	3	8	21		0		9	76	\$144	
30	wed	10	2	1	4	0	15	25	0	12		69	\$56	
31	thu	24	2	5	13	8			0		14	66	\$126	
TOTAL		603	138	171	357	92	765	240	44	839	210	3,459	\$4,447	
											May-11	3,415	\$6,543	
											Visitors =	3,459		
											Outreach =	50		
											Grand Total Visitors & Outreach			3,509

**Neville Public Museum
Director's Report
To
The Education & Recreation Committee
Brown County Board of Supervisors**

July 2, 2012

1. Director's Update

The last month has been exceptionally hectic, with major programmatic initiatives revolving around Foundation fundraising activities and governance analysis, as well as work related to the installation and opening of MuseumPLACE. Consequently, this month's report is abbreviated. With the addition of two new staff members (offset by the resignation of our Curator of History), we're looking to re-balance operational activities to get back to more detailed reports for the County Executive, Ed & Rec, the Governing Board and the Foundation Board.

The new Altru POS software system is now operational at Museum Admissions.

2. HR Update

We have hired our new Clerk/Typist, who began Tuesday, June 26th. This will now allow the Museum to get back on-track vis-à-vis reports required by Ed & Rec Committee.

With the resignation of our Curator of History, I am looking at re-structuring curatorial staff to allow a greater emphasis on exhibits and programs (product), along with guest/visitor services.

May, 2012 HIGHLIGHTS

- Staff opened of **MuseumPLACE: A Celebration of Community** on June 23rd.
- The Museum has officially opened as the gateway/trailhead to the new Packers Heritage Trail.
- Preparations underway for the Neville to program its own campus for the first "Fire over the Fox" 4th of July, riverfront festivities.
- The Foundation received a \$10,000 Wisconsin Humanities Grant for the upcoming "Who are the Hmong?" exhibit.

Brown County

Parks

Budget Status Report

5/31/2012

	Annual Budget	YTD Actual
Personnel Services	\$ 758,998	\$ 245,959
Fringe Benefits and Taxes	\$ 343,160	\$ 138,017
Salaries Reimbursement	\$ -	\$ -
Employee Costs	\$ 5,800	\$ 988
Operations & Maintenance	\$ 268,689	\$ 80,257
Utilities	\$ 129,150	\$ 37,311
Chargebacks	\$ 287,762	\$ 118,298
Contracted Services	\$ 68,878	\$ 32,776
Other	\$ 65,975	\$ 18,000
Outlay	\$ -	\$ -
Transfer Out	\$ -	\$ -
Property Taxes	\$ 1,139,505	\$ 474,794
Intergovernmental	\$ 47,975	\$ -
Charges For Sales and Service	\$ 247,600	\$ 44,634
Miscellaneous Revenue	\$ 2,550	\$ 1,365
Contributions	\$ -	\$ 1,403
Rent	\$ 379,500	\$ 244,739
Charges to County Departments	\$ -	\$ 1,798
Transfer In	\$ 111,282	\$ -

HIGHLIGHTS:

Budget on target at this time

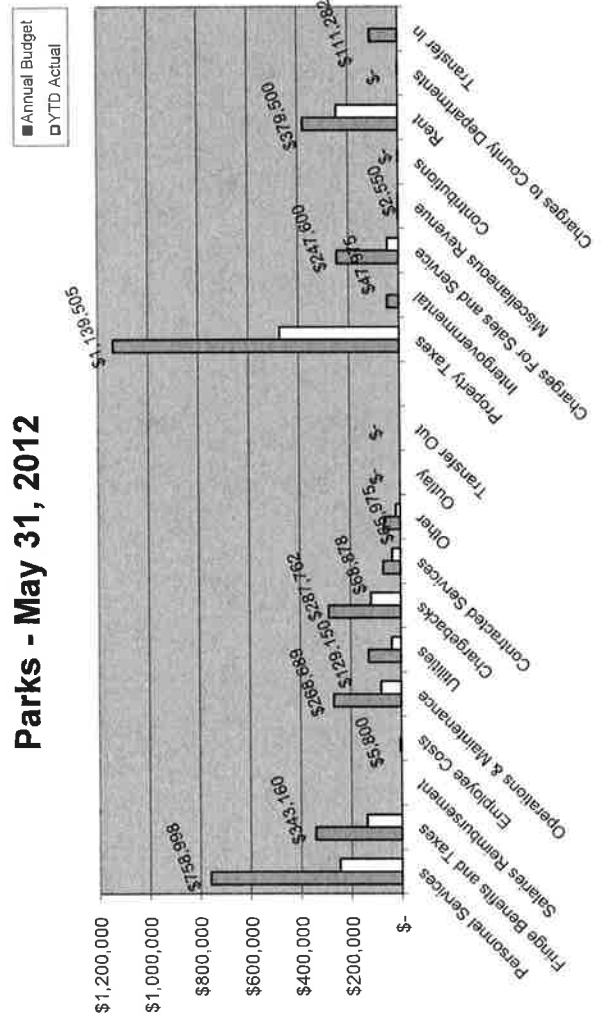
Expenses:-

Total expenses to date: \$671,606

Revenues:

Total revenues to date: \$768,732

Parks - May 31, 2012



June 18, 2012

To: Brown County Parks Department

Re: Bay Shore Park Ball Field Usage July 26, 27, and 28, 2012.

Hello, my name is Brad Tanck. I am a current member of the Dyckesville Lions Club, and the tournament director for the end of the year girls Little League softball tournament that we will be hosting at Red River Park July 25 to July 28, 2012.

The reason I am writing to you is to request usage of the ball field and sell food and non alcoholic beverage concessions during games on the nights of July 26 and July 27 from 5:00 to 9:00 PM, and the morning of July 28 from 7:00 to 10:30 AM. We are looking to play some games at the Bay Shore Field site, so that we can shorten the amount of days it takes to run the tournament, wrapping up the tournament on Saturday night July 28 at Red River Park. In the past we have started the tournament on a Tuesday and finished up on Sunday. This gets to be a long, drawn out tournament, and the weather is always a big gamble.

I have been told by many senior members of the Dyckesville Lions Club that we have done much to improve the park facilities in the past. Some of these projects, to list a couple, were work on the park pavilion shelter, and donating of the bleachers currently used at the ball field. My personal experience at the park has been within the last 4 or 5 years, where many local boys and girls ball player's parents, coaches, Lions Club members, and myself have donated an approximate total of 40 hours per year in field maintenance. We start out in the spring working, raking, grooming and cleaning up the field after Rick Ledvina and his crew till it up for us. Then, several times during the season the field is gone through to keep it in playable condition for our local kids to practice on, and for the campers to enjoy. This past spring, a load of sand / clay mix was brought in and spread out by the Parks Department. This is a vast improvement over the playing surface in the past. Our Lions Club has installed permanent base fixtures on the field and bases are kept on site at the park so they can be used by our local ball teams for practices and for anybody else who wants to use the field. The field has come a long way since I first came into the club, and is now much safer for people to use since the playing surface isn't so rough.

The Dyckesville Lions Club is looking to have the commercial park permit usage fee waived in consideration of the work we have done in the past are currently doing to make this park enjoyable for both our local community and out of town park patrons alike. This will not be an every year event, as the tournament switches sites every year, and won't be held again in Dyckesville for 4 or 5 years. All profits generated from our tournament go right back into the community, either being donated to our local boys and girls summer ball programs, or used by the Lions Club to help out other worthy causes in our local community.

Our Club looks forward to hearing from the Parks Department regarding this matter, and we hope that we can work together to make our tournament a success for our community.

Thank You.



DIRECTOR'S REPORT PARK MANAGEMENT MAY 2012



Marvin Hanson

Fairgrounds

- Cleaning, Park Security, Park Inventory
- Host Commercial Events (Weekly dog training for Packer land kennel & 4H tail wagers, Juvenile Diabetes Research walk, Hmong sports Festival, Hmong performing Arts Federation Festival)
- Process Maintenance Work Orders
- Flowers planted in various flower beds /mulch work

Neshota Park

- Cleaning, Security Checks and Park Inventory
- Trail maintenance
- Weekly Mowing of Trail system
- Trail repairs due to flooding

Way-Morr Park

- Security Checks and Park inventory
- Process Work Orders
- General Park clean up
- Plant Trees

Lily Lake

- Cleaning, Security Checks and Park Inventory
- Boat launch collection and enforcement
- Process Work Orders
- Flowers planted around gazebo and in flower beds
- Park clean up— Leaves, Brush & grounds repair.

Wrightstown Park

- Cleaning, Security Checks and Park Inventory
- Boat launch collection and enforcement
- Weekly Mowing & Grounds Maintenance

Fonferek Glen

- Litter pick-up, Security Checks and Park Inventory
- Process work orders— sign inspections & Inspection of Boundary Signs.

DIRECTOR'S REPORT PARK MANAGEMENT MAY 2012



JOIN US ON FACEBOOK @
L.H. BARKHAUSEN WATERFOWL
PRESERVE.

Matt Kriese

Barkhausen

- Hosted the Green Bay Duck Hunters monthly meeting
- Hosted a Trapper's Education course
- On-going staff safety training
- Animal husbandry duties
- Daily building upkeep and cleaning
- Grounds and trail mowing
- Liquid edging of all landscaped areas for efficiency of mowing
- Completed work inside residence for tenant

Special Events or Programs

- School Programming 774 participants
- After School Programming 41 participants
- Public Frog Hunts 92 participants
- Presented at Rural Safety Days in Luxemburg to 300 3rd graders
- Presented to King Elementary for the Principal kissing the frog day

Volunteer Projects

- Bird house trail monitoring 8 hours

Fox River Trail

- Cellcom Marathon—although canceled runs still used the trail
- Water fountain start ups
- Replaced sink at St. Francis after it was cracked
- Pass enforcement and collection
- Repaired memorial area in the Town of Rockland
- Live shots with Fox 11 on trail safety and overall information about the trail
- Prepared trail head area for native prairie plantings
- Weekly Trail Inspections

Mountain Bay Trail

- Weekly Trail Inspections
- Pass enforcement and collection
- Grounds mowing and upkeep
- Graded the trail to smooth and level the surface

DIRECTOR'S REPORT PARK MANAGEMENT MAY 2012



Rick Ledvina

Bay Shore Park

- The campground and entire facility is open for business and we have been full several weekends in May. We recorded one of the highest daily deposits ever for the campground.
- Several downed trees were moved to the wood yard for processing and firewood sales this year.
- Larry D our Ranger at Bay Shore completed tiling the women's side of the large shower and now has moved to the men's side.
- The baseball diamond has been reconditioned for the year and is ready to go.

Brown County Park

- The Dog Park Association had a cleanup day and did a great job of picking up brush and waste throughout the park.
- The gates were repaired as needed.
- We continue to spot checks for dog passes and security checks as needed.

Pamperin Park

- The park continues to be very busy everyday and all of the lots are parked in full every weekend. This has become the norm for Pamperin.
- Continued on housekeeping procedures for shop area.
- All Work Orders have been completed as assigned to Park Areas.
- The staff has gone through initial training and reminders of park duties and responsibilities.
- We continue to be the place for pictures. Several Saturdays we had over 300 Prom couples from local school districts. Not individuals Couples.

Vande Hei Property

- I do security checks of the facility on a regular basis to maintain the integrity of the park.

Wequiock Falls

- I do security checks of the facility on a regular basis to maintain the integrity of the park.
- The park has seen several school groups throughout the month and is very popular for education groups.

DIRECTOR'S REPORT PARK MANAGEMENT MAY 2012

Jon Rickaby

Reforestation Camp

- Rentals and cleaning/ securing buildings
- Staff training for the entire department
- Lawn mowing and weed trimming
- Ordered a new septic grinder pump
- Repaired the existing septic pump to get us through until the new one arrives.
- All inspections
- Completed preventive work orders
- Completed the playground resurfacing at the Pines shelter
- Updated hazardous energy and MSDS
- Tuned up the 1 ton dump truck
- Clear trails of storm damage and filled/ repaired washout.
-



Rifle Range

- Security and Building Checks
- Oversight of usage
- Routine maintenance and upkeep/ mowing and trimming

Mar-An-Dol

- Checked the Property Line Fencing and Signage
- Added gravel and plantings

Suamico Boat Access

- Launch, Parking Lot and Building Checks
- Daily pass collection and enforcement
- Cleaned the launch areas
- Dock checks

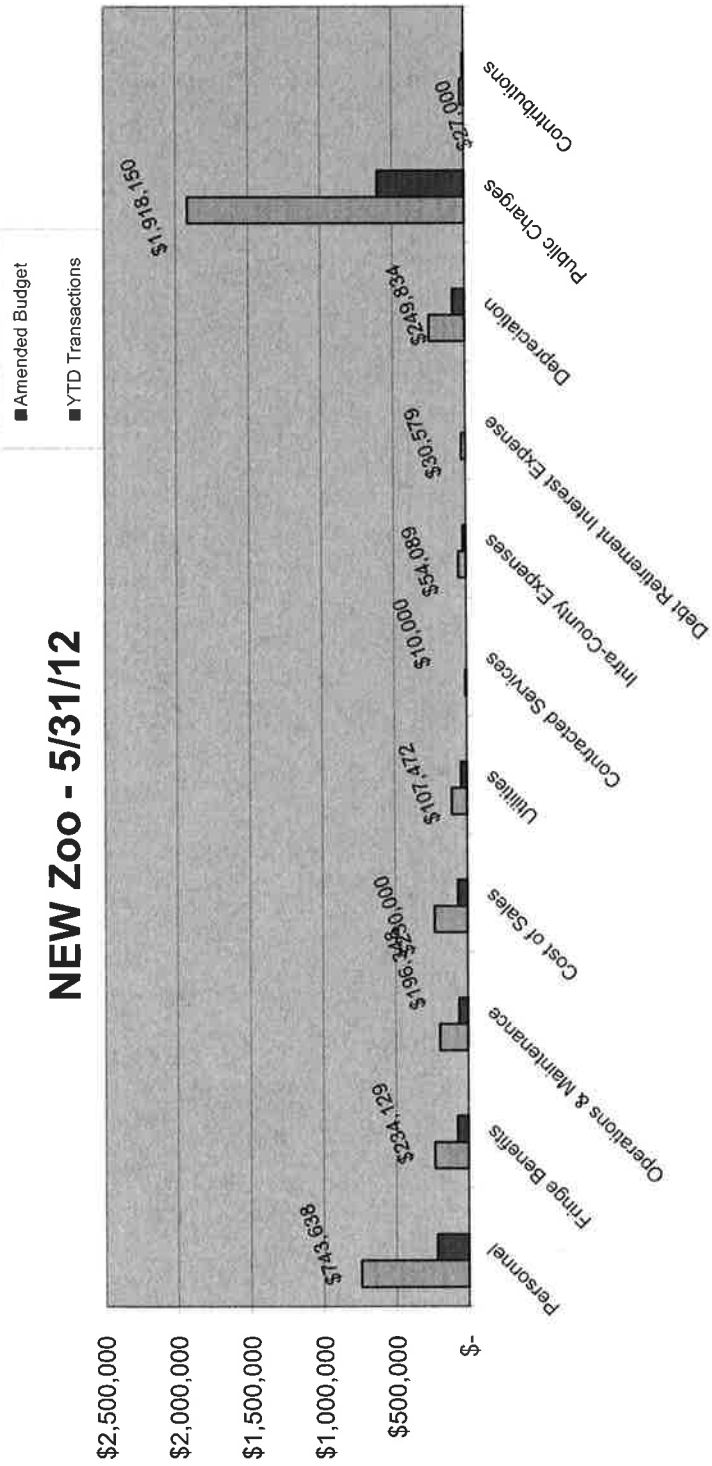
5/31/2012

	Amended Budget	YTD Transactions	Percent of Budget
Personnel	\$ 743,638	\$ 218,317	29%
Fringe Benefits	\$ 234,129	\$ 76,364	33%
Operations & Maintenance	\$ 196,348	\$ 62,533	32%
Cost of Sales	\$ 230,000	\$ 67,621	29%
Utilities	\$ 107,472	\$ 42,566	40%
Contracted Services	\$ 10,000	\$ 1,083	11%
Intra-County Expenses	\$ 54,089	\$ 22,540	42%
Debt Retirement Interest Expense	\$ 30,579	\$ -	0%
Depreciation	\$ 249,834	\$ 87,517	35%
Public Charges	\$ 1,918,150	\$ 604,803	32%
Contributions	\$ 27,000	\$ 8,918	33%

HIGHLIGHTS:

Expenses: All cost categories are within budget, which reflects a seasonal attendance pattern.

Revenues: Revenues are considerably up due to the unseasonable warm weather, which has been great for Zoo business.

NEW Zoo - 5/31/12



Budget Performance Report

Fiscal Year to Date 05/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 640 - New Zoo										
REVENUE										
Department 057 - New Zoo										
Division 001 - General										
4600	Charges and fees									
4600.705	Charges and fees Daily	889,200.00	.00	889,200.00	134,072.23	.00	269,103.52	620,096.48	30	635,063.43
4600.770	Charges and fees ATM	3,500.00	.00	3,500.00	404.83	.00	752.35	2,747.65	21	3,398.72
	4600 - Charges and fees Totals	\$892,700.00	\$0.00	\$892,700.00	\$134,477.06	\$0.00	\$269,855.87	\$622,844.13	30%	\$638,462.15
4601	Sales									
4601.004	Sales Vending machine	183,600.00	.00	183,600.00	28,036.39	.00	59,773.45	123,826.55	33	207,536.53
4601.005	Sales Vending nontaxable	600.00	.00	600.00	.00	.00	.00	600.00	0	1,868.00
4601.770	Sales Passes	160,000.00	.00	160,000.00	19,309.00	.00	65,327.00	94,673.00	41	126,632.61
4601.771	Sales Programs	24,000.00	.00	24,000.00	3,211.04	.00	6,618.04	17,381.96	28	22,818.45
4601.772	Sales Special events	112,000.00	.00	112,000.00	740.00	.00	22,946.45	89,053.55	20	141,200.45
4601.773	Sales Gift shop	267,750.00	.00	267,750.00	38,983.47	.00	85,319.55	182,430.45	32	245,693.33
4601.774	Sales Concessions and Food	277,500.00	.00	277,500.00	39,468.43	.00	94,962.42	182,537.58	34	267,238.35
	4601 - Sales Totals	\$1,025,450.00	\$0.00	\$1,025,450.00	\$129,748.33	\$0.00	\$334,946.91	\$690,503.09	33%	\$1,012,987.72
4900	Miscellaneous	800.00	.00	800.00	214.23	.00	575.42	224.58	72	1,794.24
4901	Donations									
4901	Donations	5,000.00	.00	5,000.00	(554.95)	.00	3,417.75	1,582.25	68	5,013.58
4901.800	Donations Zoo Society Support	22,000.00	.00	22,000.00	5,500.00	.00	5,500.00	16,500.00	25	22,000.00
	4901 - Donations Totals	\$27,000.00	\$0.00	\$27,000.00	\$4,945.05	\$0.00	\$8,917.75	\$18,082.25	33%	\$27,013.58
4905	Interest	.00	.00	.00	(2.67)	.00	(43.43)	43.43	+++	240.11
4950	Insurance recoveries	.00	.00	.00	.00	.00	.00	.00	+++	490.11
9001	Capital Contribution	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	736,775.61
9002	Transfer in	.00	8,500.00	8,500.00	.00	.00	8,500.00	.00	100	.00
9004	Intrafund Transfer In	.00	14,500.00	14,500.00	.00	.00	14,500.00	.00	100	15,716.04
	001 - General Totals	\$2,195,950.00	\$23,000.00	\$2,218,950.00	\$269,382.00	\$0.00	\$637,252.52	\$1,581,697.48	29%	\$2,433,479.56
	057 - New Zoo Totals	\$2,195,950.00	\$23,000.00	\$2,218,950.00	\$269,382.00	\$0.00	\$637,252.52	\$1,581,697.48	29%	\$2,433,479.56
	REVENUE TOTALS	\$2,195,950.00	\$23,000.00	\$2,218,950.00	\$269,382.00	\$0.00	\$637,252.52	\$1,581,697.48	29%	\$2,433,479.56
EXPENSE										
Department 057 - New Zoo										
Division 001 - General										
5000	Cost of sales									
5000.773	Cost of sales Gift shop	125,000.00	.00	125,000.00	10,987.34	.00	31,800.84	93,199.16	25	89,762.84
5000.774	Cost of sales Concessions and Food	105,000.00	.00	105,000.00	11,103.65	.00	35,819.77	69,180.23	34	112,488.09
	5000 - Cost of sales Totals	\$230,000.00	\$0.00	\$230,000.00	\$22,090.99	\$0.00	\$67,620.61	\$162,379.39	29%	\$202,250.93
5100	Regular earnings	743,638.00	.00	743,638.00	52,596.62	.00	218,317.08	525,320.92	29	609,713.97
5102	Paid leave earnings									
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	3,581.89	.00	22,091.52	(22,091.52)	+++	57,821.96
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	2,475.23

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Budget Performance Report

Fiscal Year to Date 05/31/12
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 640 - New Zoo										
EXPENSE										
Department 057 - New Zoo										
Division 001 - General										
5103	Premium	\$0.00	\$0.00	\$0.00	\$3,581.89	\$0.00	\$22,091.52	(\$22,091.52)	+++	\$60,297.19
5103.000	Premium Overtime	13,000.00	.00	13,000.00	143.68	.00	1,127.96	11,872.04	9	10,942.13
	5103 - Premium Totals	\$13,000.00	\$0.00	\$13,000.00	\$143.68	\$0.00	\$1,127.96	\$11,872.04	9%	\$10,942.13
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	(408.07)
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	+++	(\$408.07)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$408.07)
5110	Fringe benefits	55,615.00	.00	55,615.00	4,210.85	.00	17,963.01	37,651.99	32	50,619.80
5110.100	Fringe benefits FICA	6,899.00	.00	6,899.00	574.92	.00	2,874.56	4,024.44	42	6,389.00
5110.110	Fringe benefits Unemployment compensation	107,745.00	.00	107,745.00	7,032.00	.00	37,445.46	70,299.54	35	106,338.45
5110.200	Fringe benefits Health Insurance	8,138.00	.00	8,138.00	642.62	.00	3,155.33	4,982.67	39	7,952.41
5110.210	Fringe benefits Dental Insurance	206.00	.00	206.00	18.97	.00	115.18	90.82	56	217.53
5110.220	Fringe benefits Life Insurance	2,677.00	.00	2,677.00	.00	.00	.00	2,677.00	0	.00
5110.230	Fringe benefits LT disability insurance	6,383.00	.00	6,383.00	665.95	.00	3,313.16	3,069.84	52	6,281.62
5110.235	Fringe benefits Disability insurance	1,825.00	.00	1,825.00	152.08	.00	760.44	1,064.56	42	1,745.00
5110.240	Fringe benefits Workers compensation insurance	44,641.00	.00	44,641.00	2,111.60	.00	10,540.16	34,100.84	24	27,825.47
5110.300	Fringe benefits Retirement	.00	.00	.00	.00	.00	196.94	(196.94)	+++	22,871.40
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	22,871.40
	5110 - Fringe benefits Totals	\$234,129.00	\$0.00	\$234,129.00	\$15,408.99	\$0.00	\$76,364.24	\$157,764.76	33%	\$230,240.68
5200	Uniform	2,500.00	.00	2,500.00	.00	.00	872.00	1,628.00	35	1,525.26
5200	Uniform	(2,500.00)	.00	(2,500.00)	.00	.00	(581.00)	(1,919.00)	23	(1,302.00)
5200.900	Uniform Contra	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$291.00	(\$291.00)	+++	\$223.26
	5200 - Uniform Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$291.00	(\$291.00)	+++	\$223.26
5203	Employee allowance	2,500.00	.00	2,500.00	.00	.00	54.00	2,446.00	2	2,676.02
5203.100	Employee allowance Clothing	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$54.00	\$2,446.00	2%	\$2,676.02
	5203 - Employee allowance Totals	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$54.00	\$2,446.00	2%	\$2,676.02
5300	Supplies	24,000.00	.00	24,000.00	1,385.37	.00	3,722.91	20,277.09	16	20,153.49
5300	Supplies	2,000.00	.00	2,000.00	194.99	.00	1,566.56	433.44	78	998.84
5300.001	Supplies Office	5,000.00	.00	5,000.00	1,131.65	.00	3,803.29	1,196.71	76	4,123.15
5300.002	Supplies Cleaning and household	6,000.00	.00	6,000.00	332.81	.00	1,499.33	4,500.67	25	4,411.35
5300.004	Supplies Postage	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,772.05
5300.020	Supplies Zoo Pass	\$39,000.00	\$0.00	\$39,000.00	\$3,044.82	\$0.00	\$10,592.09	\$28,407.91	27%	\$31,458.88
5302	Food	55,000.00	.00	55,000.00	8,107.71	.00	30,266.24	24,733.76	55	52,736.88
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	+++	57.77
5304	Printing	.00	.00	.00	.00	.00	206.73	(206.73)	+++	3,624.97
5305	Dues and memberships	6,000.00	.00	6,000.00	1,263.67	.00	3,424.05	2,575.95	57	6,491.48

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Budget Performance Report

Fiscal Year to Date 05/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 640 - New Zoo											
EXPENSE											
Department	057 - New Zoo										
Division	001 - General										
5306	Maintenance agreement										
5306.100	Maintenance agreement Software	1,238.00	.00	1,238.00	.00	.00	1,308.05	1,308.05	(70.05)	106%	1,763.05
	5306 - Maintenance agreement Totals	\$1,238.00	\$0.00	\$1,238.00	\$0.00	\$0.00	\$1,308.05	\$1,308.05	(\$70.05)	106%	\$1,763.05
5307	Repairs and maintenance										
5307.100	Repairs and maintenance Equipment	20,000.00	.00	20,000.00	2,685.38	.00	5,509.25	5,509.25	14,490.75	28	15,507.59
5307.200	Repairs and maintenance Vehicle	2,000.00	.00	2,000.00	.00	.00	.00	.00	2,000.00	0	2,037.51
5307.300	Repairs and maintenance Building	12,000.00	.00	12,000.00	714.94	.00	2,532.09	2,532.09	9,467.91	21	6,675.99
5307.400	Repairs and maintenance Grounds	18,000.00	.00	18,000.00	416.78	.00	6,614.34	6,614.34	11,385.66	37	14,370.37
	5307 - Repairs and maintenance Totals	\$52,000.00	\$0.00	\$52,000.00	\$3,817.10	\$0.00	\$14,655.68	\$14,655.68	\$37,344.32	28%	\$38,591.46
5308	Vehicle/equipment										
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	.00	+++	55.01
	5308 - Vehicle/equipment Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$55.01
5310	Advertising and public notice	12,500.00	.00	12,500.00	3,465.88	.00	4,873.88	4,873.88	7,626.12	39	8,552.00
5315	Vending	25,000.00	.00	25,000.00	6,226.44	.00	10,741.62	10,741.62	14,258.38	43	27,319.91
5330	Books, periodicals, subscription	500.00	14,500.00	15,000.00	13,485.00	.00	13,485.00	13,485.00	1,515.00	90	.00
5340	Travel and training	5,000.00	.00	5,000.00	90.70	.00	1,662.27	1,662.27	3,337.73	33	2,131.69
5345	Permits	1,610.00	.00	1,610.00	701.00	.00	701.00	701.00	909.00	44	701.00
5365	Special events	31,000.00	.00	31,000.00	(1,931.90)	.00	5,534.29	5,534.29	25,465.71	18	31,814.78
5366	Volunteer expense	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0	139.95
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	274.93
5392	Service fees	6,000.00	.00	6,000.00	1,438.28	.00	3,271.63	3,271.63	2,728.37	55	11,616.17
5395	Equipment - nonoutlay	10,000.00	8,500.00	18,500.00	.00	2,830.00	.00	.00	15,670.00	15	.00
5396	Animal purchases	1,000.00	.00	1,000.00	66.19	.00	581.50	581.50	418.50	58	1,075.14
5501	Electric	70,000.00	.00	70,000.00	5,932.90	.00	29,471.81	29,471.81	40,528.19	42	76,989.12
5502	Gas, oil, etc.	28,000.00	.00	28,000.00	457.78	.00	10,501.00	10,501.00	17,499.00	38	22,053.44
5505	Telephone										
5505	Telephone	4,000.00	.00	4,000.00	132.39	.00	1,136.45	1,136.45	2,863.55	28	4,084.09
5505.100	Telephone cell	1,650.00	.00	1,650.00	150.36	.00	394.54	394.54	1,255.46	24	.00
	5505 - Telephone Totals	\$5,650.00	\$0.00	\$5,650.00	\$282.75	\$0.00	\$1,530.99	\$1,530.99	\$4,119.01	27%	\$4,084.09
5507	Other utilities	3,822.00	.00	3,822.00	212.50	.00	1,062.50	1,062.50	2,759.50	28	2,550.00
5600	Indirect cost	64,475.00	.00	64,475.00	5,372.92	.00	26,864.60	26,864.60	37,610.40	42	73,748.04
5601	Intra-county expense										
5601.100	Intra-county expense Information services	31,841.00	.00	31,841.00	2,273.76	.00	12,486.95	12,486.95	19,354.05	39	30,521.06
5601.200	Intra-county expense Insurance	7,968.00	.00	7,968.00	664.00	.00	3,320.00	3,320.00	4,648.00	42	7,968.00
5601.300	Intra-county expense Other departmental	.00	.00	.00	1,166.66	.00	5,068.61	5,068.61	(5,068.61)	+++	19,508.73
5601.350	Intra-county expense Highway	9,000.00	.00	9,000.00	.00	.00	277.21	277.21	8,722.79	3	.00
5601.400	Intra-county expense Copy center	4,200.00	.00	4,200.00	280.00	.00	936.74	936.74	3,263.26	22	.00

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Budget Performance Report

Fiscal Year to Date 05/31/12
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
Fund 640 - New Zoo										
EXPENSE										
Department 057 - New Zoo										
Division 001 - General										
5601 Intra-county expense										
5601.450	Intra-county expense Departmental copiers	1,080.00	.00	1,080.00	90.00	.00	450.00	630.00	42%	.00
	5601 - Intra-county expense Totals	\$54,089.00	\$0.00	\$54,089.00	\$4,474.42	\$0.00	\$22,539.51	\$31,549.49	42%	\$57,997.79
5700	Contracted services	10,000.00	.00	10,000.00	473.99	.00	1,083.21	8,916.79	11	10,616.95
5708	Professional services	135.00	5,724.00	5,859.00	.00	.00	5,600.00	259.00	96	14,176.02
5761 Medical services										
5761	Medical services	.00	.00	.00	.00	.00	(231.10)	231.10	+++	.00
5761.040	Medical services Animals	38,000.00	.00	38,000.00	4,341.49	.00	18,784.58	19,215.42	49	39,779.46
	5761 - Medical services Totals	\$38,000.00	\$0.00	\$38,000.00	\$4,341.49	\$0.00	\$18,553.48	\$19,446.52	49%	\$39,779.46
5803	Donated items	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
5902	Interest expense	30,579.00	.00	30,579.00	15,365.62	.00	15,365.62	15,213.38	50	30,001.24
6000 Depreciation										
6000.005	Depreciation Land improvements	525.00	.00	525.00	109.85	.00	549.25	(24.25)	105	1,423.13
6000.010	Depreciation Buildings	175,456.00	.00	175,456.00	11,537.56	.00	57,687.80	117,768.20	33	135,945.73
6000.020	Depreciation Equipment	69,135.00	.00	69,135.00	5,619.43	.00	27,313.83	41,821.17	40	64,782.06
6000.030	Depreciation Infrastructure	764.00	.00	764.00	63.69	.00	254.76	509.24	33	764.28
6000.040	Depreciation Zoo animals	3,954.00	.00	3,954.00	329.53	.00	1,711.34	2,242.66	43	3,954.36
	6000 - Depreciation Totals	\$249,834.00	\$0.00	\$249,834.00	\$17,660.06	\$0.00	\$87,516.98	\$162,317.02	35%	\$206,869.56
6110 Outlay										
6110	Outlay	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	.00
6110.900	Outlay Contra	(12,500.00)	.00	(12,500.00)	.00	.00	.00	(12,500.00)	0	.00
	6110 - Outlay Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	Division 001 - General Totals	\$2,024,699.00	\$28,724.00	\$2,053,423.00	\$188,171.49	\$2,830.00	\$707,260.14	\$1,343,332.86	35%	\$1,874,706.89
5307 Repairs and maintenance										
5307.300	Repairs and maintenance Building	.00	.00	.00	.00	.00	.00	.00	+++	27.33
	5307 - Repairs and maintenance Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$27.33
400 - Donations										
	400 - Donations Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$27.33
	Division 057 - New Zoo Totals	\$2,024,699.00	\$28,724.00	\$2,053,423.00	\$188,171.49	\$2,830.00	\$707,260.14	\$1,343,332.86	35%	\$1,874,734.22
	EXPENSE TOTALS	\$2,024,699.00	\$28,724.00	\$2,053,423.00	\$188,171.49	\$2,830.00	\$707,260.14	\$1,343,332.86	35%	\$1,874,734.22
Fund 640 - New Zoo Totals										
	REVENUE TOTALS	2,195,950.00	23,000.00	2,218,950.00	269,382.00	.00	637,252.52	1,581,697.48	29	2,433,479.56
	EXPENSE TOTALS	2,024,699.00	\$28,724.00	2,053,423.00	188,171.49	2,830.00	707,260.14	1,343,332.86	35	1,874,734.22
	Fund 640 - New Zoo Totals	\$171,251.00	(\$5,724.00)	\$165,527.00	\$81,210.51	(\$2,830.00)	(\$70,007.62)	\$238,364.62		\$558,745.34

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Budget Performance Report

Fiscal Year to Date 05/31/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 641 - New Zoo Donations										
REVENUE										
Department 057 - New Zoo										
Division 001 - General										
Donations										
4901	Donations	20,000.00	3,378.00	23,378.00	4,352.43	.00	4,852.43	18,525.57	21	46,866.67
4901.700	Donations Conservation	1,500.00	.00	1,500.00	99.90	.00	237.75	1,262.25	16	2,814.96
4901 - Donations Totals		\$21,500.00	\$3,378.00	\$24,878.00	\$4,452.33	\$0.00	\$5,090.18	\$19,787.82	20%	\$49,681.63
4905	Interest	300.00	.00	300.00	12.17	.00	85.31	214.69	28	346.06
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	667.00
001 - General Totals		\$21,800.00	\$3,378.00	\$25,178.00	\$4,464.50	\$0.00	\$5,175.49	\$20,002.51	21%	\$50,694.69
057 - New Zoo Totals		\$21,800.00	\$3,378.00	\$25,178.00	\$4,464.50	\$0.00	\$5,175.49	\$20,002.51	21%	\$50,694.69
REVENUE TOTALS		\$21,800.00	\$3,378.00	\$25,178.00	\$4,464.50	\$0.00	\$5,175.49	\$20,002.51	21%	\$50,694.69
EXPENSE										
Department 057 - New Zoo										
Division 001 - General										
Supplies										
5300	Supplies	10,000.00	15,509.00	25,509.00	(4,484.01)	.00	.00	25,509.00	0	8,793.68
Repairs and maintenance										
5307	Repairs and maintenance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	29.75
5307.300	Repairs and maintenance Building	.00	.00	.00	.00	.00	.00	.00	1	5,966.84
5307.400	Repairs and maintenance Grounds	.00	17,711.00	17,711.00	.00	.00	119.54	17,591.46	1	\$5,996.59
5307 - Repairs and maintenance Totals		\$5,000.00	\$17,711.00	\$22,711.00	\$0.00	\$0.00	\$119.54	\$22,591.46	1%	\$5,996.59
5315	Vending	.00	.00	.00	.00	.00	.00	.00	+++	82.57
5340	Travel and training	.00	1,001.00	1,001.00	.00	.00	.00	1,001.00	0	.00
5365	Special events	4,000.00	619.00	4,619.00	1,750.00	.00	.00	4,619.00	0	28,914.36
5366	Volunteer expense	.00	210.00	210.00	.00	.00	.00	210.00	0	.00
5395	Equipment - nonoutlay	.00	.00	.00	417.14	.00	417.14	(417.14)	+++	.00
5396	Animal purchases	1,000.00	1,127.00	2,127.00	.00	.00	.00	2,127.00	0	251.47
5804	Conservation expense	.00	8,637.00	8,637.00	1,350.00	.00	1,350.00	7,287.00	16	1,500.00
9005	Intrafund Transfer Out	.00	14,500.00	14,500.00	.00	.00	14,500.00	.00	100	15,716.04
001 - General Totals		\$20,000.00	\$59,314.00	\$79,314.00	(\$966.87)	\$0.00	\$16,386.68	\$62,927.32	21%	\$61,254.71
057 - New Zoo Totals		\$20,000.00	\$59,314.00	\$79,314.00	(\$966.87)	\$0.00	\$16,386.68	\$62,927.32	21%	\$61,254.71
EXPENSE TOTALS		\$20,000.00	\$59,314.00	\$79,314.00	(\$966.87)	\$0.00	\$16,386.68	\$62,927.32	21%	\$61,254.71
Fund 641 - New Zoo Donations Totals										
REVENUE TOTALS		21,800.00	3,378.00	25,178.00	4,464.50	.00	5,175.49	20,002.51	21	50,694.69
EXPENSE TOTALS		20,000.00	59,314.00	79,314.00	(966.87)	.00	16,386.68	62,927.32	21	61,254.71
Fund 641 - New Zoo Donations Totals		\$1,800.00	(\$55,936.00)	(\$54,136.00)	\$5,431.37	\$0.00	(\$11,211.19)	(\$42,924.81)		(\$10,560.02)
Grand Totals										
REVENUE TOTALS		2,217,750.00	26,378.00	2,244,128.00	273,846.50	.00	642,428.01	1,601,699.99	29	2,484,174.25
EXPENSE TOTALS		2,044,699.00	88,038.00	2,132,737.00	187,204.62	2,830.00	723,646.82	1,406,260.18	34	1,935,988.93



Budget Performance Report

Fiscal Year to Date 05/31/12

Include Rollup Account and Rollup to Account

Grand Totals	\$173,051.00	(\$61,660.00)	\$111,391.00	\$86,641.88	(\$2,830.00)	(\$81,218.81)	\$195,439.81	\$548,185.32
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ZOO MONTHLY ACTIVITY REPORT

For June 2012

1. Operations Report
2. Education/Volunteer Programs Report
3. Curator Report
4. Zoo Director Report

FOX 11 programs weekly

AZA Accreditation Inspection held June 27th & 28th

Zoo Society meeting held on 6-18-12

LEAN Steering Committee meeting on 6/14/12

Black bauld Altru Implementation process started via phone conference calls & continued training sessions

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 434-7841 ext. 2405
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US



ANGELA KAWSKI

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NORTHEASTERN WISCONSIN ZOO EDUCATION AND VOLUNTEER PROGRAMS REPORT MAY 2012

Volunteer Hours

2012 Hours	Opportunity	2011 Hours
-	Animal Presentation	2
-	Contact Station	60
2.5	Education Program	29.25
193.25	Giraffe Stand	225.75
294	Horticulture	225
94.25	Husbandry	93.75
31	Mayan Restaurant	32.5
18.25	Office Help	34
12.75	Special Events	23.75
67	Special Projects	91
65.5	Visitor Center	48.25
22.5	Zoo Watch	
801	Total Hours	865.25

Internship Hours

Intern A 39.5
Intern F 50.25

Intern B 40.75
Intern G 33.5

Intern C 48.25
Intern H 34.25

Intern D 41.25
Intern I 59

Intern E 46.25

Total Hours = 393 Hours versus 199 hours in 2011

Off-Site Programs (Zoomobiles)

No Zoomobiles in May

Total = \$ 0 versus \$355 in 2011

On-Site Programs

5/9/2012 Daisy Troop #4075 \$20.00

5/12/2012 Junior Troop #2180 \$28.00

5/16/2012 Home School Group \$50.00

5/21/2012 Bay Area Home Sch \$60.00

5/29/2012 Maplewood Middle School \$20.00

5/25/2012 Washington Elm \$108.00

5/30/2012 Tullar Elm \$160.00

5/15/2012 St. Margaret Mary School \$100.00

5/16/2012 McAuliff Elm Sch \$115.00

5/17/2012 Notre Dame Elm \$80.00

5/22/2012 Faith Christian Acad \$92.00

5/25/2012 Seymour Community HS \$44.00

5/30/2012 Bay City Baptist \$100.00

5/31/2012 Girl Scouts Snooze \$375.00

Total = \$ 1350 approximately (vs. last year approx. \$2300)

Miscellaneous/Things to Mention

- Altru Training sessions throughout the month
- Volunteers assisting with the train and carousel on weekends nearly every weekend
- New volunteer orientation session held on May 19th; over 30 participants
- Plant sale held the weekend of mother's day, May 12th
- Summer Interns started for the season; currently have eight working in the Education Department

Animal Collection Report May 2012

A wild born 2 1/2 month old black bear cub was turned in to the Oregon Fish and Wildlife Department in late April. They contacted the Association of Zoos and Aquariums to find placement for the orphan. We have been keeping an eye out for a companion for our adult female and were happy to provide a long term home. After a brief stay at the Oregon Zoo, the cub was transferred to the Northeastern Wisconsin Zoo where he is adjusting well and growing fast! There has been national interest in the little bear's story - he was featured on Good Morning America on 5/22. MSNBC contacted the NEW Zoo on 5/23 for an update as they had also picked up the story for their TODAY.com site. Aldo can be viewed in his nursery area from 11 am to 3 pm daily.

The Trumpeter Swans hatched a brood of 9 cygnets on 5/27/12. We continue to work with the Trumpeter Swan Recovery Program and the Iowa DNR to provide captive bred birds for eventual release into the wild. Many former NEW Zoo cygnets are now living and reproducing in the wild and helping to sustain the wild population in the Midwest.

A captive bred Western hognose snake was added to the collection this month. The snake was donated by a zoo volunteer and will be used in educational programming.

USDA Records of Animals on Hand for the entire collection and the annual inventory were completed for the year this month.

Our US Fish and Wildlife Captive-bred Wildlife permit was issued this month.

Genetic testing revealed that our young Laughing Kookaburra is female. The Species Survival Plan coordinator for the species is determining which AZA zoo she will be transferred to. Our adult birds are genetically important birds and their offspring will be paired with mates of their own to further sustain the captive population.

Re-occurring problems with the drain system in the lion exhibit have finally been solved with a major plumbing project which replaced old pipes. Other exhibit improvements include a new heater and filter for the alligator exhibit and a new filter for the African Waterhole.

The albino alligator has been moved to his outdoor exhibit for the season. The parrots are also on exhibit now that danger of hard overnight freezes has past.

The alpacas received their annual haircut on 5/25/12. The sheep are scheduled for shearing in the near future.

A new LTE Zookeeper has joined the staff at the NEW Zoo. Elyse Donnelly has previous experience at an AZA certified sanctuary. She is the relief keeper for the overnight position at the Zoo and will likely be working additional hours when one of our full time keepers takes maternity leave in the near future.

Brown County
Library
Budget Status Report
5/31/2012

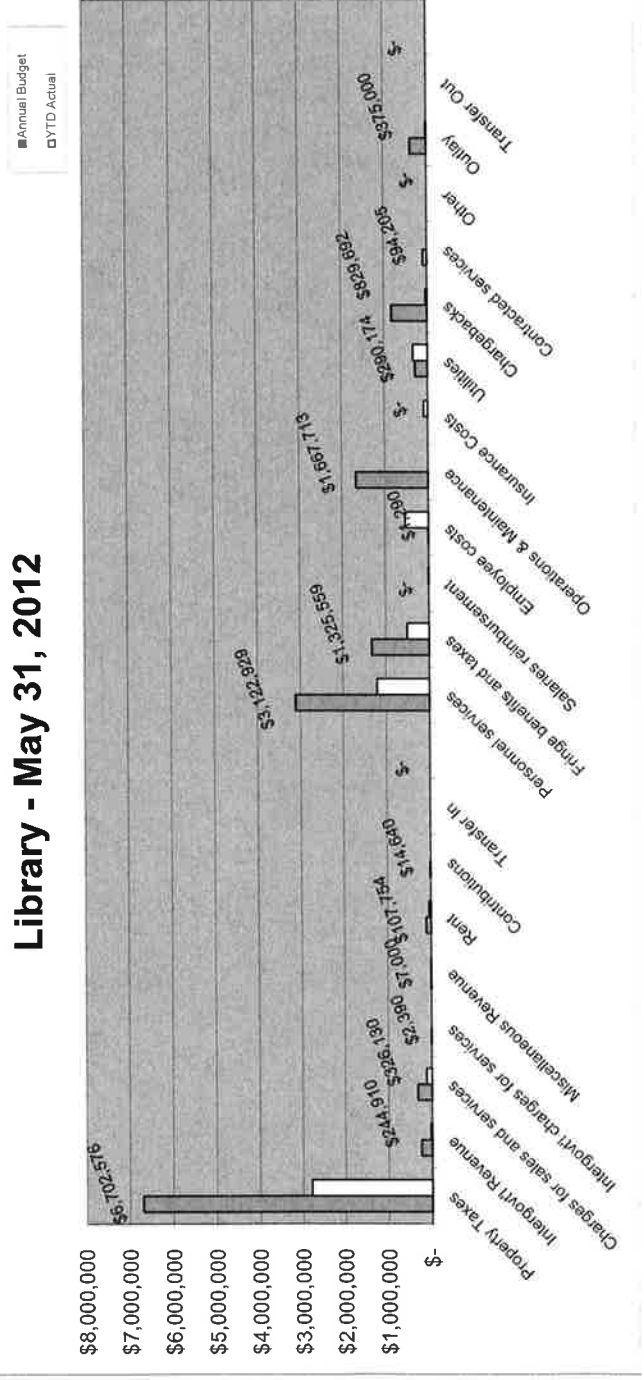
	Annual Budget	YTD Actual
Property Taxes	\$ 6,702,576	\$ 2,792,740
Intergov't Revenue	\$ 244,910	\$ 27,890
Charges for sales and services	\$ 326,130	\$ 120,559
Intergov't charges for services	\$ 2,390	\$ -
Miscellaneous Revenue	\$ 7,000	\$ 67
Rent	\$ 107,754	\$ 45,743
Contributions	\$ 14,640	\$ -
Transfer In	\$ -	\$ -
Personnel services	\$ 3,122,929	\$ 1,206,792
Fringe benefits and taxes	\$ 1,325,559	\$ 506,371
Salaries reimbursement	\$ -	\$ 420
Employee costs	\$ 1,290	\$ 538,041
Operations & Maintenance	\$ 1,667,713	\$ -
Insurance Costs	\$ -	\$ 95,631
Utilities	\$ 290,174	\$ 332,982
Chargebacks	\$ 829,692	\$ 36,709
Contracted services	\$ 94,205	\$ -
Other	\$ -	\$ -
Outlay	\$ 375,000	\$ 16,000
Transfer Out	\$ -	\$ -

HIGHLIGHTS:

Revenues:

Expenses: Outlay includes \$375,000 for replacement of elevators at Central Library.

Library - May 31, 2012



Request for Proposals (RFP)

For

Architect/Engineering Firm

For

Central Library Final Design

Project # 1600



Response Deadline

July 16, 2012

3:00 p.m. Local Time

To:

Brown County Purchasing Department

PROJECT # 1600 – CENTRAL LIBRARY FINAL DESIGN

1. BACKGROUND

The Brown County Library (BCL) is a consolidated library system serving 249,000 residents of Brown County and is composed of a 90,000 square foot Central Library in downtown Green Bay, eight branches and a bookmobile. The Brown County Library System has 1.4 million visits every year with 2.5 million items checked out annually. A significant portion of check-outs are to teenagers and children. People come to the library to use technology. Many Brown County residents do not have internet access at home and they come to the library to do research and to apply for jobs online. Librarians offer training in computer skills which is critical to the workforce today. People also come to the library to attend programs such as lectures, debates, and public hearings.

Libraries in the 21st century are more than printed books. One can check out audio books, movies and music. Literacy is one of the strongest predictors of success in school and in the workforce. Children's programming at all of the BCL system libraries helps to promote literacy, intellectual development, and social development as well as building communities. Summer reading programs helps kids retain their literacy skills between June and September and keeps them out of trouble. Kids come to the library after school to work on their homework. Adults and senior citizens come to the library to use the computers to apply for jobs online and search for information.

Central Library

The Central Library was opened in 1972 when the population of Brown County was 158,000. Today Brown County has 249,000 residents, an increase of 57%. The Library Board needed to determine whether Central Library had sufficient space to address the needs of a 21st century library for this size community, and whether the infrastructure was adequate. The Space Needs Analysis (2008) showed that the current structure was slightly undersized for an urban community of a quarter million residents; it was poorly laid out for the changing landscape of 21st century library services; and, did not meet ADA requirements. The Facility Audit and Energy Studies (2009) revealed the library structure was sound but the HVAC system, electrical system, plumbing and elevators were well past their effective life, and the windows and roof leaked water and energy. These audits also showed that the Central Library does not comply with the American with Disabilities Act with respect to elevators, bathrooms and access to public meeting space, creating significant barriers for persons using wheelchairs and walkers, and other disabilities. There are so many problems with the building that the only sensible approach is to tie all the projects together rather than do them piecemeal.

The 2010 Pre-Design and Cost Analysis provided cost estimates for replacing electrical systems, HVAC/air handling systems, windows, elevators, and other systems. The repair includes fixes for ADA compliance, asbestos remediation, and safety problems, such as sprinklers. The Pre-Design document emphasizes using energy efficient systems to reduce utility costs, saving thousands of dollars annually in operating expenditures. The Pre-Design includes a reliable technology infrastructure, flexible floor plans and revenue opportunities to help offset library operations. The Pre-Design Cost Analysis put a price tag of \$23.4 million for repair and renovation.

Note: All studies referenced above are available on the BCL website, through a link on the home page, www.browncountylibrary.org

2. TENTATIVE PROJECT TIMELINE

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

RFP Posted	June 22, 2012
RFP Pre-Proposal Site Visit	June 28, 2012 at 10:00 am
RFP Questions Due	July 3, 2012 by 1:00 pm
RFP Questions Answered	July 6, 2012 by 4:00 pm
RFP Responses Due	July 16, 2012 by 3:00 pm
Complete Review of Proposals	July 27, 2012
Complete Interviews if Required	August 3, 2012
Send out Intent to Award Contract	August 6, 2012
Complete Contract Signing	August 17, 2012

3. PRE-PROPOSAL SITE VISIT

A **mandatory** site visit is scheduled for 10:00 a.m. local time on Thursday, June 28, 2012. Interested vendors are to meet at the main entrance to the Central Library, 515 Pine St., Green Bay, WI 54301. Lynn Stainbrook will conduct the site visit and can be contacted at (920) 448-5810 if you have questions.

4. RFP DUE DATE AND DELIVERY ADDRESS DETAILS

One (1) original printed plus CD and five (5) exact printed copies of the original proposal without fee information and a separate envelope with fee information (no CDs) are due on **Monday, July 16, 2012 by 3:00 p.m. local time** to the Brown County Purchasing Department. Submit all required information in a sealed envelope clearly marked on the outside in the lower left hand corner as "Project #1600, Central Library Final Design". Proposals must be stamped in by the due date and time per the atomic clock in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the atomic clock as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time clock is the only time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, FedEx, etc.:

Brown County Purchasing Department
Project 1600
5th floor of the Northern Building
305 E. Walnut St.
Green Bay, WI 54301

Delivery Address for USPS:
Brown County Purchasing Department
Project 1600
PO Box 23600
Green Bay, WI 54305-3600

Withdrawal or Modification of Proposal: A vendor may withdraw or modify its proposal prior to the due date. Any changes or withdrawals must be made prior to the proposal deadline and requested in writing. Thereafter, a proposal may not be withdrawn or modified during the proposal holding period.

5. RFP QUESTIONS

- A. **All questions** related to this RFP **must be in writing** and received by the Brown County Purchasing Department no later than **1:00 p.m. local time, Tuesday, July 3, 2012** via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Questions for Project #1600".

Mailed, phone call and faxed questions will not be accepted.

- B. Answers to all written questions will be re-issued in the form of an addendum and entered on the Brown County Web site (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) on **Friday, July 6, 2012 no later than 4:00 p.m. local time**. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4040.

6. SELECTION CRITERIA

The Proposals will be rated according to the following criteria:

1. Project Understanding: Firms will be evaluated based on their response to requirements in Attachment A.
2. Experience in the Design and Engineering of Renovation of Public Access Facilities of at least 50,000 SF with Emphasis on Multi-floor Projects: Individuals assigned to project will also be evaluated based on their knowledge and experience in the design and integration of public library furniture, stacks, service points, collection layout, materials handling systems, OPAC, book drop, self-checks, RFID, and other library specific equipment, systems and work flow.
3. Credentials, Qualifications and Experience of Staff: Proposals will be evaluated based on staff that will be assigned to project.
4. Completion of Projects of Similar Scope and Size: Proposals will be evaluated on the firm's completion of projects similar in scope and size as outlined in this RFP.
5. LEED Design Experience: Proposals will be evaluated on the firms' LEED design experience.

6. References.

7. Fee: Proposals will be evaluated based on cost of services to complete the project as identified in this RFP.

The proposals will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements will result in the proposal being eliminated from consideration. Accepted proposals will be reviewed by a Selection Team and scored against the stated criteria. This scoring will determine the ranking of organizations based upon their written proposals. If the team determines that it is in the best interests of the County to require oral presentations, it will invite the highest ranking vendors to make such presentations. The final ranking will be based upon the total scores including the oral presentations.

Proposals will be evaluated based on a weighted percentage of the final consensus scores for each criteria as indicated in below chart.

Rejection of proposals: Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals.

Scoring Criteria	Percentage
1. Project Understanding	20
2. Experience in Design and Engineering of Renovation of Public Access Facilities of at least 50,000 SF with Emphasis on Multi-floor Projects. (Public Library experience is desired and will be a plus in evaluation of proposals)	25
3. Credentials, Qualifications & Experience of Staff	10
4. Completion of Projects of Similar Scope & Size	10
5. LEED Design Experience	10
6. References	5
7. Fee	20
Total	100

7. PROPOSAL FORMAT

All quotations must be typewritten on standard 8 1/2" x 11" paper (larger paper is permissible for charts, spreadsheets, etc.) separating each section.

Proposals should be prepared in a simple, cost effective format providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. The use of elaborate materials and the inclusion of additional information that has no direct bearing on the project are not desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

8. RFP SUBMISSION REQUIREMENTS

Brown County is seeking professional services to provide design and consulting services for the Central Library Renovation Project.

The basis of the design for the proposal is defined by previously completed studies for the Brown County Library Board, including: Space Needs Analysis (2008) Existing Facility Condition Assessment (2009) Energy Study (2009) and the Renovation Pre-Design/ Cost Estimate (2010/11) (all documents are available at www.browncountylibrary.org)

The selected contractor will deliver the detailed design of the proposed renovated Central Library with a focus on reducing the Pre-Design cost estimate of \$23.4 million to a range of \$17 million, plus or minus \$1 million, while retaining the required elements, and as many desired elements as possible through a process that involves the appropriate stakeholders. The design process must include input from the Library Board, Library, County Public Works Facility Management, County Supervisors, and the community. The design must retain the most critical elements of the Pre-Design that will result in a fully functional, safe, energy efficient and technologically proficient 21st century library for Brown County residents, incorporating the current and future needs for several decades to come.

Desired consulting services include: architectural design services; engineering services for civil, structural, HVAC, plumbing, and electrical design; specialized library design services; project management; design management; program planning; schematic development and design; estimate of project costs; LEED project administrative services to certify facility with goal of LEED Silver; construction documents; submission of required documentation to State and local authorities; preparation of bid documents to support Brown County bid process; participation in bid process with Brown County, including evaluation of bids; oversight of construction phase to meet the functionality, budget and schedule constraints of the project.

The evaluation and selection of a vendor and the contract will be based on the information submitted in the vendor's proposal per requirements of Attachment A, plus references and any required on-site visits, or oral interviews. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired.

Brown County is not liable for any cost incurred by proposers in replying to this RFP including costs associated with traveling for on-site visit, oral presentations or interviews.

9. COST PROPOSAL (SEE ATTACHMENT B)

Provide a complete cost proposal as additional travel and related expenses will not be accepted and need to be built into the upfront costs of your proposal. Cost information **MUST** be submitted using the provided Cost Sheet at Attachment B. Any supporting information shall be submitted as attachments to the Cost Sheet. Pricing is to remain firm for one hundred twenty (120) days from date of proposal due date.

10. REFERENCES (SEE ATTACHMENT C)

Each prospective vendor shall submit a minimum of three (3) references.

11. FINANCIAL VERIFICATION

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e., Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject quotes based on information obtained through these background checks if it's deemed to be in the best interest of the County.

12. OTHER

All work shall conform to all applicable industry, federal, State and local laws, codes, ordinances, and standards.

All vendors must indicate in their proposals if they intend to apply for any rebate incentives from Focus on Energy related to this project.

Rejection of Proposals: Brown County reserves the right to accept or reject any or all proposals and to waive any informality in proposals. No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

This contract shall be subject to the laws of the state of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), WI Stats, or national origin.

Brown County is an Equal Opportunity Employer.

By responding to this proposal, prospective vendors acknowledge and accept the attachments, including the insurance requirements and professional services contract.

13. PROPRIETARY INFORMATION (See Attachment F)

All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified in the proposal and identified on the attached Designation of Confidential and Proprietary Information form. Proprietary information submitted in a proposal will be handled in accordance with applicable Wisconsin State Statutes.

14. STANDARD CONTRACT (See Attachment G)

Vendors submitting proposals must review the Standard Contract for Professional Services document. Sections that may be of concern must be identified and an explanation for the objection must be provided with proposal submission. If no objections are raised it shall be expected that the vendor agrees to the terms and conditions as stated.

15. ATTACHMENTS

- A. Specifications/Requirements
- B. Proposal Cost Sheet
- C. Reference Data Sheet
- D. Addendum Sheet
- E. Insurance Requirements
- F. Designation of Confidential and Proprietary Information
- G. Standard Contract for Professional Services

Attachment A

Specifications / Requirements

Brown County Project #1600

GENERAL:

The following requirements are mandatory and the proposer must satisfy them. In the event that no vendors meet one or more of the mandatory requirements, Brown County reserves the right to continue the evaluation of the proposals and to select the proposal that most closely meets the requirements specified in this RFP.

Experience

The proposer must have experience in renovation of multi-floor public access facilities of at least 50,000 SF (Public Library Experience will be a Plus).

Financial Stability

The proposer must be financially stable as determined by Brown County. The information below comprising the financial capacity report will be used to determine the financial stability and capability of the prospective vendor.

- Sources of financing
- Bank references and names of auditing firm
- Last two annual reports and quarterly reports since last annual report
- Identification for parent corporation and any subsidiaries

Commitment to local economic development

The proposer must be willing to commit to using regional businesses for subcontracting when comparable pricing and expertise is available.

COMPANY OVERVIEW:

Characteristics

Identify and describe the following characteristics of proposer's firm:

- Legal form of business organization
- State of incorporation including all parent and subsidiaries relationships
- Company history
- Type of business or markets the organization is focused on
- Company portfolio
- Number of employees and expertise portfolio
- Organization chart of the firm

Experience

Explain the proposer's experience with library renovation projects. Include name and location of library, size of library, scope of project, budget for project and final cost. Also include comparable non-library renovation projects.

Subcontractors

Explain if proposer's service providers are employees of the firm or are hired as subcontractors. Brown County will hold the contractor responsible for the subcontractor's performance and work quality should any subcontractors be used on this contract.

Other Information

Provide any other significant information about the firm that is relevant to demonstrating its experience and why the firm is qualified to meet Brown County's needs relative to other competition in the marketplace.

References

Submit no fewer than three (3) references. Each reference is to include a contact person capable of answering technical questions and providing other relevant information. Reference may be contacted to confirm the Proposer's abilities and qualifications as stated in Proposer's response. Please be certain to provide **current** contact information for your references.

Clients

Include a list of clients that have contracted with the firm for services similar in scope to the Brown County project in the last three (3) years. Denote the current customers and those who are no longer customers.

TECHNICAL REQUIREMENTS:

Proposer is to answer in narrative form. Please restate the question and provide the answer in the order listed.

1. Project Approach

Describe your approach to deliver the detailed design of the proposed renovated Central Library with a focus on reducing the Pre-Design cost estimate of \$23.4 million to a range of \$17 million, plus or minus \$1 million, while retaining the required elements, as many desired elements as possible and involving the appropriate stakeholders.

2. Architectural Design Services

Describe the architectural design expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

3. Engineering Services

Describe the engineering expertise and services you would provide for civil, structural, HVAC, plumbing, and electrical design to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

4. Specialized Library Design Services

Describe the specialized library design expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

5. Project Management Services

Describe the project management expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

6. Design Management Services

Describe the design management expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

7. Program Planning Services

Describe the program planning expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

8. Schematic Development and Design Services

Describe the schematic development and design expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

9. LEED Project Administrative Services

Describe the LEED Project Administrative expertise and services you would provide to certify the library facility with the goal of LEED Silver, and also position Brown County to seek grant funding for certain parts of the project.

10. Detailed Design/Construction Documentation Services

Describe the expertise and services you would provide to prepare detailed design documents including drawings and specifications that describe the project as to architectural, civil, structural, utility, mechanical and electrical systems and materials, that would position Brown County for the construction phase, and assist Brown County in seeking grant funding for certain parts of the project.

11. Cost Estimation Services

Describe the cost estimation expertise and services you would provide to accomplish the goals of the project as defined in "Section 8 RFP SUBMISSION REQUIREMENTS".

12. Bidding and Procurement Services

Describe the expertise and services you would provide to prepare required documents to State and local authorities and bid package documents to assist Brown County identify qualified vendors for the construction phase. Describe oversight of construction phase to meet the functionality, budget and schedule constraints of the project.

13. Construction Services

Describe the expertise and services you would provide for oversight of the construction phase to meet the functionality, budget and schedule constraints of the project.

14. Communication

Describe your method for maintaining appropriate communication channels with the owners and stakeholders of the Central Library Renovation Project.

Attachment B

(Use of this form is required when submitting proposal)

Proposal Cost Sheet

Brown County Project #1600

Not to Exceed Cost: \$ _____
(All reimbursable and travel expenses must be included in cost)

Desired Project Payment Schedule: _____

Vendor Information:

Company Name: _____

Contact/Project Manager: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Date: _____

Comments: _____

Attachment C

Reference Data Sheet

Brown County Project #1600

Provide a list of at least three (3) and not greater than five (5) clients' that you provided similar services.

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____
Email address: _____

Attachment D

Addendum Acknowledgement Receipt Schedule

Brown County Project #1600

The undersigned acknowledges receipt of the following addendum:

Addendum #1	Initials
Addendum #2	Initials
Addendum #3	Initials
Addendum #4	Initials

The undersigned agrees with the following statement:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature _____

Date _____

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment E

Insurance Requirements

Brown County Project #1600

Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

(1) Worker's Compensation Insurance and Employers Liability.

State Statutory workers' compensation Limits
Employer Liability, \$100,000 each accident.

(2) Comprehensive General Liability (Occurrence Form).

- Products and Completed Operations
 - Personal Injury and Advertising Liability
 - Independent Contractors/Protective
- Limits of Insurance \$1,000,000 per occurrence
 \$1,000,000 aggregate

(3) Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.

Limits of Insurance \$1,000,000 per occurrence for bodily injury and property damage.

(4) Excess/Umbrella Liability.

Limit of Insurance \$1,000,000 per occurrence

(5) Professional Liability.

\$3,000,000 per occurrence
\$5,000,000 aggregate

Additional Insured

The Outside Contractor agrees that all liability coverages policies other than professional liability shall name Brown County as additional insured's with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Adjustments to Insurance Coverage

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days' notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverages you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract. ****

Attachment F

Designation of Confidential and Proprietary Information

Brown County Project # 1600

The attached material submitted in response to project #1600 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County

considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Type or Print

Date: _____

DRAFT

Attachment G

Brown County Project #1600



BROWN COUNTY STANDARD PROFESSIONAL SERVICES CONTRACT

Service Description: **Architect/Engineering Firm for Central Library Final Design**

Time of Performance:

Total Amount of Contract: **Maximum Compensation Not to Exceed: \$**

The parties to this CONTRACT are (hereinafter referred to as the "PROVIDER"), and Brown County of the State of Wisconsin (hereinafter referred to as the "COUNTY").

Performance, schedules and invoices will be approved by: Lynn Stainbrook

Work shall commence in accordance with the terms and conditions of this Contract after the PROVIDER has executed the Contract, and (a) Has been notified in writing to commence the Performance of Services, or (b) Has received from the COUNTY an original of the Contract that is complete and fully executed.

In reliance on the PROVIDER'S representations as being capable, experienced and qualified to undertake and personally perform those services as are required in accomplishing the fulfillment of the obligations under the terms and conditions of this Contract, the COUNTY agrees to engage the PROVIDER as an independent contractor and not as an employee of the COUNTY to perform those services, all in accordance with the terms and conditions of this Contract.

1. REQUIREMENTS: The PROVIDER is required to

- A. Do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract.
- B. Comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services.
- C. Comply with time schedules and payment terms.

2. SCOPE OF SERVICES: Reference RFP 1558 for project details and attachments.

PROVIDER agrees to fulfill all obligations described in Brown County's RFP for Project 1558 and addenda #.

The purchase order amount includes all services, deliverables, and reimbursable expenses. Additional reimbursable fees will not be accepted.

3. SPECIFIC CONDITIONS OF PAYMENT: Payment to be made after completion and acceptance of the project by Brown County. Payment will be made within thirty (30) days after receipt of a properly documented invoice according to the following Schedule, but only if completion is satisfactory:

Payment Schedule

Net 30 days from receipt of a properly completed invoice

4. REPORTS:

- A. The PROVIDER agrees to timely submit reports as may be required by the COUNTY.
- B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY, which shall have the right to use them for any purpose without any further compensation to the PROVIDER. All of the documents and materials prepared or assembled by the PROVIDER under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY.
- C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the PROVIDER. If this Contract is terminated, all finished or unfinished documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.

5. TIME OF PERFORMANCE: The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed as indicated on Page 1 under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified, the PROVIDER shall continue to be obligated thereafter to fulfill PROVIDER'S responsibility to complete the services and to execute any necessary amendments to this CONTRACT.

6. CONDITIONS OF PERFORMANCE AND COMPENSATION:

- A. **Performance** - The PROVIDER agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services

B. **Compensation** - The COUNTY agrees to pay, subject to the contingencies herein, and the PROVIDER agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on Page 1 under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on Page 1. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3., Specific Conditions of Payment. Section 66.0135, Wisconsin Statutes will apply to any late payments by the COUNTY, except as provided by Section 22.

C. **Taxes, Social Security and Government Reporting** - Personal income tax payments, social security contributions and all other governmental reporting and contributions as a consequence of the PROVIDER receiving payment under this Contract shall be the sole responsibility of the PROVIDER.

D. **Subcontracting** - The PROVIDER shall not subcontract for the performance of any of the services herein set forth without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to each provision of this Contract. The PROVIDER shall be as fully responsible to the COUNTY for the acts and omissions of his subcontractors and or persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

7. **DISPUTES:** In the event of a dispute as to the services performed or the compensation to be paid, the decision of the Brown County Risk Manager or his/her designee prevails.

8. **INDEMNIFICATION AND DEFENSE OF SUITS:** The PROVIDER agrees to indemnify, hold harmless, and defend the COUNTY, its officers, agents, and employees from any and all liability including claims, demands, damages, actions or causes of action; together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the PROVIDER, its employees, agents or subcontractors.

9. **REGULATIONS:** PROVIDER agrees to comply with all of the requirements of all federal, state and local laws related thereto.

10. **SAFETY REQUIREMENTS:** All material, equipment and supplies provided to the COUNTY must comply with all safety requirements as set forth by the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.

11. **VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and PROVIDER shall submit to the jurisdiction of the Circuit Court for such lawsuits. This Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

12. **TERMINATION OF CONTRACT FOR CAUSE:** If through any cause, the PROVIDER shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the PROVIDER violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written

notice to the PROVIDER of such termination delivered pursuant to Section 24. The written notice shall be provided to the PROVIDER at least thirty (30) days before the effective date of such termination. COUNTY may allow the PROVIDER a reasonable amount of time to cure a breach of the terms of this Contract, if the breach is amenable to a cure. COUNTY shall not unreasonably withhold such permission.

In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the PROVIDER under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the PROVIDER shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of the Contract by the PROVIDER, and the COUNTY may withhold any payments to the PROVIDER for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the PROVIDER is determined.

13. CHANGES: All changes that are mutually agreed upon by and between the COUNTY and the PROVIDER, including any increase or decrease in the amount of the PROVIDER'S compensation, shall be in writing and designated as written amendments to the Contract.

14. WAIVER: One or more waivers by any party of any term of the Contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

15. PERSONNEL:

- A. The PROVIDER represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have a contractual relationship with the COUNTY.
- B. All of the services required hereunder will be performed by the PROVIDER or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

16. ASSIGNMENT: The PROVIDER shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the PROVIDER from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

17. RECORDS:

- A. **Establishment and Maintenance of Records** - Records shall be maintained by the PROVIDER with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of final payment under this Contract, except as otherwise authorized.

- B. **Documentation of Cost** - All costs shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract and shall be clearly identified and readily accessible.

18. AUDITS AND INSPECTIONS: In the event that the COUNTY deems it necessary to conduct an audit or inspection, PROVIDER shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in PROVIDER'S custody or control pertinent to this Contract.

PROVIDER shall provide the COUNTY inspectors or auditors access to all property, equipment and facilities in PROVIDER'S custody or control related to the services provided or purchased under this Contract. PROVIDER shall be expected to provide, at PROVIDER'S expense, reasonable time by PROVIDER'S personnel as may be required for the COUNTY inspectors or auditors to perform the inspection or audit.

Any information provided to the auditors, which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public.

19. NON-DISCLOSURE:

- A. **Acknowledgment of Confidential Relationship** - PROVIDER hereby acknowledges and agrees that any Confidential Information disclosed to it by Brown County is for the limited purpose of providing services and PROVIDER will maintain the Confidential Information in confidence, and a confidential relationship will arise between PROVIDER and Brown County by reason of such submission and/or disclosure.
- B. **Use and Disclosure of Confidential Information.** PROVIDER agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Confidential Information whether from observation, from any materials submitted or from disclosures by Brown County hereunder. PROVIDER further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without Brown County's prior written approval, which Brown County may withhold in its sole discretion. In no event shall either party use Confidential Information in a way, which violates state or federal laws.

PROVIDER shall instruct its employees, agents and contractors of their obligations under this Agreement and instruct them to use the same care and discretion with respect to the Confidential Information and to not circumvent any security procedures or devices with respect to Confidential Information. The parties agree that the implementation of this signed Agreement will suffice for this purpose.

- C. **Title remains with Brown County.** All innovations, inventions, devices, processes and/or formulas developed by PROVIDER for Brown County shall be deemed to be the sole property of Brown County. PROVIDER agrees to

disclose in writing to Brown County any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by PROVIDER on behalf of Brown County which constitute innovations or inventions developed by PROVIDER either solely or jointly in connection with work performed by PROVIDER at the request of any under assignment by Brown County. PROVIDER also agrees to assign to Brown County any and all interest it may have in such inventions or innovations, which are specified in relation to the product named.

- D. **Indemnification by PROVIDER.** PROVIDER agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will indemnify Brown County and hold Brown County harmless from all losses, expenses or liability arising from or in connection with such unauthorized use or disclosure. In addition, PROVIDER acknowledges that in the event of a breach or threatened breach of this Agreement, irreparable damage will immediately occur to Brown County and PROVIDER will indemnify Brown County from all losses, liabilities and expenses incurred by Brown County as a result thereof.

20. CONFLICT OF INTEREST:

- A. **Interest in Contract** - No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.
- B. **Interest of Other Local Public Officials** - No member of the governing body of the locality, who exercises any functions of responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.
- C. **Interest of PROVIDER and Employees** - If PROVIDER is aware or becomes aware that any person described in Sections 20, A. and B. has any personal financial interest, direct or indirect, in this Contract; PROVIDER shall immediately disclose such knowledge to the COUNTY. The PROVIDER further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The PROVIDER further covenants that in the performance of this Contract no person having any conflicting interest shall be employed.

21. DISCRIMINATION PROHIBITED:

- A. PROVIDER shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve component of the military forces of the United States or this state. PROVIDER may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.
- B. The PROVIDER will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision

will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

22. INSURANCE:

- A. The PROVIDER shall be solely responsible to meet PROVIDER'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.
- B. The Certificate(s) of Insurance shall be issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the COUNTY. Such insurance should be primary. PROVIDER shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and name Brown County, its boards, commissions, agencies, officers, employees and representatives as additional insured and provide for thirty (30) days advance notice of any change, cancellation or non-renewal during the term of the Contract.
- C. The PROVIDER shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.
- D. No payments or disbursements under the Contract shall be made if such proof has not been furnished. Failure to submit an insurance certificate, as required, can make the Contract void at the COUNTY'S discretion.

23. FORCE MAJEURE:

- A. If the performance of any part of this Contract by PROVIDER is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, PROVIDER shall immediately give notice to the COUNTY of the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of notice of the Force Majeure Event, the COUNTY may, by giving written notice, terminate this Contract.
- B. If the ability of the COUNTY to compensate the PROVIDER is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice to the PROVIDER of the nature of such conditions and the expected date that compensation will be made. Section 66.0135 Wisconsin Statutes shall not apply to any late payment by COUNTY due to circumstances under this paragraph.

24. OTHER PROVISIONS:

- A. **Publicity Releases** - PROVIDER agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by Brown County.

B. Independent Contractor - PROVIDER agrees that it is working in the capacity of an Independent Contractor with respect to the services provided. Nothing in this Contract shall be considered to create the relationship of employer and employee between the parties.

C. Appropriation of Funds – This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or terminated, the County may terminate this contract by providing thirty (30) days written notice to PROVIDER.

25. NOTICES: Any and all notices shall be in writing and deemed served upon depositing same with the United States Postal Service as "Certified Mail, Return Receipt Requested", addressed to the PROVIDER at:

And to the COUNTY at:

Brown County Purchasing
305 E. Walnut Street, 5TH Floor
PO Box 23600
Green Bay, WI 54305-3600

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee.

<p align="center">BROWN COUNTY PURCHASING</p> <p align="center">Dale C. DeNamur, Buyer</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>CONTRACTOR (To be signed by the person authorized to legally bind your firm to this Contract.)</p> <p>Firm: _____</p> <p>Address: _____</p> <p>City/State: _____</p> <p>Zip Code: _____</p> <p>Printed Name: _____</p> <p>Signed Name: _____</p> <p align="right">(Required)</p> <p>Title: _____</p> <p>Date: _____</p>
<p align="center">BROWN COUNTY LIBRARY</p> <p align="center">Lynn Stainbrook, Director</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Distribution:</p> <p>Original – Purchasing</p> <p>Copy 1 – PROVIDER(s)</p> <p>Copy 2 – Responsible Department(s)</p>
<p align="center">BROWN COUNTY EXECUTIVE</p> <p align="center">Troy Streckenbach, County Executive</p> <p>Signature: _____</p> <p>Date: _____</p>	

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX

May-12	Date	Building	2012	2011	2011 Date
Swim, Spa Hot tub and Sauna Show	May 4 2012	ARENA	50	100	
Swim, Spa Hot tub and Sauna Show	May 5 2012	ARENA	100	N/A	
Swim, Spa Hot tub and Sauna Show	May 6 2012	ARENA	50	N/A	
ARENA TOTAL			200	1100	
YMCA Healthy Kids Day	May 5 2012	Shopko	3290	2500	
Kids Head start	May 9 2012	Shopko	664	500	
Winners Wear Helmets	May 10 2012	Shopko	405	500	
Republian Convention	May 12 2012	Shopko	2300	N/A	
Chevelle in Concert	May 15 2012	Shopko	935	N/A	
Train Show		Shopko		1590	May 1 2011
SHOPKO HALL TOTAL			7594	4090	
Cirque Du Soleil Quidam	May 1 2012	RESCH	3386	3098	
Cirque Du Soleil Quidam	May 2 2012	RESCH	3236	N/A	
Gamblers Clark Cup Finals Game 1	May 3 2012	RESCH	1272	2778	
Gamblers Clark Cup Finals Game 2	May 4 2012	RESCH	2224	1778	
Blizzard vs. Lehigh Valley	May 11 2012	RESCH	2200	2794	
Gamblers Play off game	May 12 2012	RESCH	2735	2996	
Gamblers play off game	May 13 2012	RESCH	1631	3859	
NWTC Graduation	May 14 2012	RESCH	5000	4750	
Blizzard vs. Sioux Falls	May 19 2012	RESCH	2819	4028	
Bill Gaither Homecoming Tour	May 20 2012	RESCH	2711	N/A	
Gamblers Championship game	May 23 2012	RESCH	6228	N/A	
Jehovah Witness Convention	May 25 2012	RESCH	7154	7220	
Jehovah Witness Convention	May 26 2012	RESCH	7455	7623	
Jehovah Witness Convention	May 27 2012	RESCH	7788	7822	
Preble High School Graduation	May 31 2012	RESCH	4080	N/A	
Blizzard vs. Lehigh Valley		RESCH	N/A	2794	May 11 2012
Picadilly Circus		RESCH	N/A	814	May 10 2011
Trans Siberian Orchestra		RESCH	N/A	4181	May 15 2011
IAVM Conference		RESCH	N/A	120	May 17 2011
IAVM Conference		RESCH	N/A	120	May 18 2011
RESCH CENTER TOTAL			59,919	53,981	
TOTAL FOR MAY 2012			67,713	59,171	